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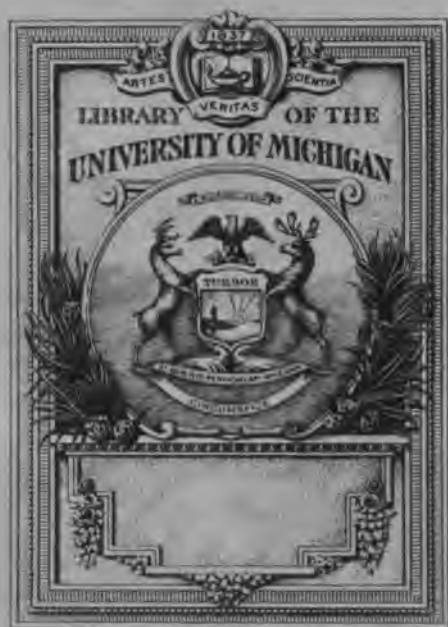
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*U.S. Lib. of Congress. Card distribution*



U. S. LIBRARY OF CONGRESS

CARD SECTION

HANDBOOK  
OF CARD  
DISTRIBUTION

WITH REFERENCES TO  
BULLETINS 1-20

SECOND EDITION

WASHINGTON  
GOVERNMENT PRINTING OFFICE  
LIBRARY DIVISION  
1907

The regulations contained in this (second) edition of the Handbook will be effective on June 1, 1907; from that date they will be held to supersede entirely any regulations in the first edition of the Handbook or in Bulletins 1-20 which are in disagreement with them.

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## PREFACE

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This edition of the Handbook is designed to contain a concise explanation of the usual methods of ordering and using the L. C. cards, and to furnish specific references to sections in the Bulletins of the Card Section in which explanation of unusual and alternative methods of ordering the cards may be found.

A knowledge of the scope of the stock of printed cards and a rational method of deciding and indicating how many copies of a given card are needed being prime requisites to the successful ordering of the cards by any method, the information on these topics in Bulletins 11 and 12 has been restated in condensed form in this edition of the Handbook.

As the A. L. A. Catalog is still used to a considerable extent by small public libraries as a means of ordering cards, the essential facts in Bulletin 6 have been restated in Part iv, §7.

Facsimiles of catalog cards have been introduced in Part iv as an aid to the explanation of essential principles in the use of the cards.

In §1 of the Appendix will be found a list of all of the changes in the regulations for ordering cards which have been made in this edition of the Handbook. Altho none of the changes are of prime importance, subscribers should note them carefully. The Appendix also contains brief statements as to alternative methods of ordering and using the cards and miscellaneous items of information.

A list of the Bulletins thus far published (nos. 1-20) will be found in the last section of the Appendix. But as this edition of the Handbook contains specific references to supplementary information in the Bulletins, libraries will ordinarily need to consult the Bulletins only when they are cited in the Handbook. On the other hand, libraries should read carefully the Bulletins published hereafter and note any statements in them which modify or supplement statements made or cited in this edition of the Handbook.

The regulations needed for the distribution of cards to institutions and individuals ordering them in numerous ways and for a variety of purposes are unavoidably numerous and detailed. Here, as elsewhere, librarians must practice the art of selecting judiciously. The index provided in this edition is designed to facilitate ready reference to any regulation, fact, or suggestion in the Handbook.

C. H. HASTINGS

*In charge of Card Section*

HERBERT PUTNAM

*Librarian of Congress*

WASHINGTON, D. C., May, 1907





## PART I

---

### SCOPE AND FULLNESS OF THE STOCK OF PRINTED CATALOG CARDS AT THE LIBRARY OF CONGRESS ON MAY 1, 1907.

#### CIRCUMSTANCES UNDER WHICH THE STOCK OF PRINTED CARDS HAS BEEN ACCUMULATED

§1. The present stock of printed cards at the Library of Congress has resulted from the printing of cards for (1) books received by copyright<sup>1</sup> since August, 1898; (2) books received by purchase or gift since January, 1901; (3) books recataloged since January, 1901, in the general process of recataloging the collection; (4) current accessions to certain other libraries in the District of Columbia.

Cards have been printed since December, 1902, for accessions to the Library of the U. S. Department of Agriculture; since June, 1904, for accessions to the Library of the U. S. Geological Survey; since December, 1905, for current books added to the Washington Public Library; and since March, 1907, for current accessions to the Library of the Military Information Division (War Department).

The plan has been systematically carried out of printing and storing a stock of each card for distribution to other libraries. About 260,000 different titles are now covered by the stock. The average number of copies of each card is about 50. When the stock for any card is exhausted it is at once reprinted.

(For information on the beginning of the card distribution work of the Library of Congress *see* the reprint of the "Memorandum" which accompanied the "First Circular," in Bulletin 7, p. 16-20. For a brief statement of the present status of the work *see* Appendix, §15.)

#### IMPORTANCE OF OBSERVING THE SCOPE AND FULLNESS OF THE STOCK

§2. If a library contemplates ordering the L. C. printed catalog cards, the point first to be considered is whether the percentage of cards obtainable for the books to be cataloged is likely to be satisfactory. This percentage depends on (1) whether the books are within the scope of the stock of printed cards, (2) if within the scope of the stock, whether the stock is relatively complete for the classes within which the books fall.

<sup>1</sup>It should be understood that when the word "copyright" or "copyrighted" is used the reference is always to copyright in the United States.

Libraries which need cards for current books in English only are sure to obtain them for a large percentage of the titles submitted, and can therefore order cards advantageously without special attention to the statements in the following sections. But libraries which desire to order cards for books published before 1898, for books in foreign languages, for monographs in series, or for serials or incomplete publications of any kind, will save time by careful attention to the statements in the remainder of Part 1. University and college libraries, libraries of learned societies, and other highly specialized libraries are especially urged to read the following sections carefully before commencing to order cards, and to confine their orders to classes of books for which there is a reasonable prospect of obtaining cards.

### SCOPE OF THE STOCK

§3. The classes of books listed below are now within the scope of the stock, the entire class, including books of any date, being included unless there is a specific statement to the contrary.

#### 1. *Bibliography.*

Includes library science, the history and technology of writing and printing, bookmaking, bookselling and book-publishing; also subject bibliography, *c. g.* the bibliography of history, philosophy, etc.

By exception (*see* §4, a) cards have been printed for the more important periodicals, annuals, and reports relating to bibliography. (For further notes on this class *see* Bulletin 11, §7, class 1.)

#### 2. *History.*

Includes both general and local history, description and travel, and biography of rulers and men of affairs (except those of the United States).

By exception (*see* §4, a) cards have been printed for the more important periodicals, annuals, and reports relating to American history.

The following are *not classed in history* and cards are *not in stock* for them (except in so far as they are included in classes 8 and 9): (1) biographies (other than those of rulers and men of affairs); (2) social institutions (*c. g.* slavery); (3) political institutions; (4) religious history. (For further notes on this class *see* Bulletin 11, §7, class 2.)

#### 3. *Science.*

The recataloging of books in this class is now practically finished, *with the exception of works in geology*. The entire class will be regarded hereafter as within the scope of the stock, *excepting works in geology published before January, 1901*.

The cards which have been printed for publications of the U. S. Geological Survey and the State surveys constitute a notable addition to the stock. (*See* Bulletin 15.) (For further notes on this class *see* Bulletin 11, §7, class 3.)

#### 4. *Technology.*

The entire class is now (Jan. 1, 1909) within the scope of the stock, *excepting* photography, manufactures, trades, and domestic science. It is expected that cards for the four sub-classes named will be in stock by April 1, 1909.

#### • 5. *Geography.*

Includes general works in geography, general voyages and travels, polar explorations, physical geography, political geography. No cards are printed for maps. The collection of atlases has not been recataloged; only the most important of those currently received are cataloged.

#### 6. *Education.*

Includes only such text-books as relate to the theory and practice of teaching; other text-books are classed with their subject.

#### 7. *History of music.*

Includes biography of musicians.

#### 7<sup>1</sup>. *Medicine.*

Includes public health and hospitals.

#### 7<sup>2</sup>. *Economics.*

Includes economic theory and history, land, corporations, labor, industries, transportation and communication, commerce, tariff, finance, insurance.

#### 7<sup>3</sup>. *Sociology, general and theoretical.*

Other sub-classes of sociology are in process of recataloging and it is expected that cards for them will be in stock by January 1, 1910.

#### 7<sup>4</sup>. *Fiction.*

Cards have been printed for all authors *excepting* those having surnames beginning with letters U-Z. Remaining cards are *expected* to be in stock by April 1, 1909. Does *not* include juvenile fiction or folk lore.

#### 8. *Books copyrighted since August, 1898 (not covered by classes 1-7).*

As stated in §1, cards have been printed since August, 1898, for all books received by copyright. Copyrighted books published since August, 1898, which are not covered by classes 1-7 are conveniently included in an eighth class.

If cards are not in stock for a book copyrighted in 1898, it is assumed without investigation that the book was copyrighted in the earlier part of the year. Libraries must decide for themselves whether or not it is worth while to include in their orders the titles of such books in order to secure cards for about one-half of them. (For further notes on this class see Bulletin 11, §7, class 6.)

#### 9. *Non-copyrighted books received by purchase or gift since January, 1901 (not covered by classes 1-7).*

As stated in §1, cards have been printed since January, 1901, for books received by purchase or gift. Books received by purchase or gift which are not covered by classes 1-7 are conveniently included in a ninth class.

So far as author and title orders are concerned, the scope of this class is limited to books having publication date 1901 or later, because the percentage of cards obtainable for books received since January, 1901, but published in previous years, is too small to make it advantageous to include them. (For further notes on this class see Bulletin 11, §7, class 7.)

### GENERAL EXCEPTIONS FROM THE SCOPE OF STOCK

§4. As explained more fully in Bulletin 11, §8, certain classes of publications are not cataloged, as a rule, on account of some peculiarity in form or content; it is therefore not advisable to include them in author and title orders. These classes are:

- a. Periodicals, annuals, proceedings of societies, annual reports, and other unfinished publications, *except* in so far as covered by open-entry cards for first volumes of certain classes<sup>1</sup> of sequents and works appearing in parts.
- b. Pamphlets of minor importance.
- c. Picture books and other minor juvenile works.
- d. Trade catalogs and other publications issued for advertising purposes.
- e. Musical compositions.
- f. Theses of foreign universities.
- g. Series of non-copyrighted monographs (unless included in the lists in Bulletins 17-19). (*See* Bulletin 16, §§ 2, 3.)
- h. Large collections of reprints of original documents, reports of scientific expeditions, etc.
- i. Cards for government documents, *unless* included in the classes described in Bulletins 13-15.

### FULLNESS OF THE STOCK AS REGARDS CARDS FOR COPYRIGHTED BOOKS

§5. The Library of Congress has been since 1871 the legal depository for copyrighted books, and has acquired many of the books copyrighted before that date. It follows that the stock is *practically*<sup>2</sup> complete for copyrighted books which are within its scope. As the great majority of the books acquired by public libraries in the United States are copyrighted, it follows that cards can be obtained for the great majority of the books *within the scope of the stock* which the average American public library has on its shelves or is likely to acquire.

### FULLNESS OF THE STOCK AS REGARDS CARDS FOR NON-COPYRIGHTED BOOKS

§6. The facts as to the fullness of the stock in cards for non-copyrighted books may be summarized as follows: (1) It is fairly full for non-copyrighted books in English in all classes except Medicine; (2) it is fairly full for notable classic and standard works both in the original language and in English translations; (3) it is very incomplete for the generality of books in foreign languages in most classes, but is very full in Bibliography and American history and fairly full in Agriculture, Botany, and Geology. (For further details as to the fullness of the stock in each class, *see* Bulletin 11, §7.)

<sup>1</sup> Since 1902 open-entry cards have been printed for first volumes of current copyrighted periodicals and annuals and copyrighted publications appearing in parts which seem likely to remain unfinished for several months at least; also for corresponding first volumes of non-copyrighted publications when the publications are likely to remain unfinished for a year or more and are of such a character that it is desirable to have them represented by printed cards in the catalogs of the Library. When the publication comes to an end the card is reprinted with entry completed. (*See also* §3, classes 1, 2.)

<sup>2</sup> For statements as to non-deposit of "copyrighted" books, as to works copyrighted in parts, and as to works reprinted but not recopyrighted, *see* Bulletin 11, §7, class 6, notes a-d.

## PART II

### CHARACTERISTICS OF THE CARDS

#### ONLY MAIN ENTRY CARDS ARE PRINTED

§1. The characteristic of the cards first to be noted is that *one form of card only is printed for a work, viz., the main entry card*. Secondary entries for the book are made at the Library of Congress by adding headings to the main card in typewriting and occasionally by making other slight changes in manuscript to adapt the main card for such secondary entries. Libraries which purchase the cards must adapt them for secondary entries in the same way. The Library of Congress does *not* supply them already adapted.<sup>1</sup>

SAMPLE 1, p. 15, shows a main entry card as printed and carried in stock. SAMPLES 2-4, p. 16-18, show the same card adapted for secondary entries.

#### SECONDARY ENTRIES INDICATED ON MOST OF THE CARDS

§2. On most of the cards in stock for books which require<sup>2</sup> secondary entries, the secondary entries are indicated which have been made for the book in the catalogs of the Library of Congress, subject entries being numbered in arabic, added entries in roman. Altho the secondary entries indicated are often essentially different from those used in most American libraries, many libraries take advantage of them, both in ordering and using the cards; because, as a rule, they indicate the number of secondary entries which libraries ordinarily desire to make and suggest the proper form for them.

No secondary entries were indicated on the cards printed before September, 1901 (SAMPLE 7, p. 21).

Since September, 1901, the required subject entries<sup>3</sup> have been indicated on all cards printed for books classed according to the new scheme of

<sup>1</sup> For the single exception to this statement see p. 40, §9.

<sup>2</sup> In the statements hereafter as to indication of secondary entries on the cards for certain classes of books, it should be understood that the reference is always to such of these books only as require secondary entries—those for which secondary entries have been actually made in the catalogs of the Library of Congress. Subject entries are not indicated, of course, on cards for books which are classed by form rather than subject, *e. g.*, works of poetry and fiction (excepting fiction which is of historical importance) (SAMPLE 8, p. 22), nor on those which deal with so many subjects that they cannot be adequately covered by general subject entries, *e. g.*, collected essays (SAMPLE 5, p. 19) nor on those for collected works of authors who have written on various subjects.

<sup>3</sup> From September, 1901, to March, 1904, the words "Subject entries" were prefixed to the list of subject entries indicated; after March, 1904, these words were omitted as being superfluous.

classification<sup>1</sup>, viz. those in Bibliography, History, Science, Technology, Geography and anthropology, Education, Music, Medicine, Military and naval science (SAMPLES 1, 6, 10, p. 15, 20, 23). The percentage of the cards in stock which have subject entries indicated on them can be fairly<sup>2</sup> estimated only for recataloged classes 1-7; for these classes the percentage varies from about 70% for History<sup>3</sup> to about 90% for Bibliography<sup>4</sup>.

The required added entries (excluding title entry<sup>5</sup>) have been indicated on all cards printed since March, 1904. These include cards for a large percentage of the books in each of the recataloged classes (*see* p. 8-9, classes 1-7). Most of the cards for American and British history were printed before 1904 and consequently lack added headings, while most of those for foreign history (except British) have added entries indicated on them because printed since March, 1904. About 50% of all cards in stock have added entries indicated on them (SAMPLES 1, 6, 10, 11, p. 15, 20, 23, 24).

When cards which were originally printed without indication of the required secondary entries are reprinted, missing secondary entries are usually supplied on such of them as represent books which have been in the meantime reclassified. The proportion of cards which lack indication of secondary entries is thus constantly diminishing.

#### OTHER CHARACTERISTICS OF THE CARDS

§3. The following less important characteristics of the cards should be noted:

a. *Card number.* At the lower right corner of each card will be found the distinctive card number, according to which the card is arranged in stock and by which it may be ordered. Owing to experiments in methods of numbering and the necessity of running several parallel series, the card numbers exhibit considerable variety. Sometimes the "number" is a combination of a date and a number; sometimes an abbreviation for name of the series forms a part of it. (For samples of the numbers in each series *see* p. 36; for further explanation of the different series of card numbers *see* Bulletin 11, §9; for explanation of the number indicating number of cards wanted which follows the card number on the cards for books listed in the A. L. A. Catalog (SAMPLE 12, p. 25), *see* p. 39.)

<sup>1</sup>By exception subject entries have been indicated on the cards for certain unreclassified books. They were indicated by way of experiment on the cards for unreclassified books received by copyright between September, 1901, and July, 1902. The results being unsatisfactory, the practice was abandoned. They were indicated on cards for unreclassified books included in the A. L. A. Catalog (*see* p. 39). Since 1902 the name of the biographee has been given in full as a subject entry on cards for biographies because such entry is not affected by the classification of the book. Other necessary subject entries are given on cards for biographies only when the biography is shelved in a class which has been reclassified.

<sup>2</sup>As soon as the books in a class or subclass have been reclassified, subject entries are indicated on the cards for new accessions to that class. On the other hand, the recataloging of the older books is usually taken up. Consequently in the classes and subclass which have been reclassified but not recataloged the percentage of non-current cards which contain indication of subject entries varies with the number of new books added and the progress made in cataloging the old ones.

<sup>3</sup>About one-half of the cards in this class were printed before September, 1901. The great majority of these were for books on the local history and description of the United States. Although the cards for the more important books have been to a large extent reprinted with secondary entries supplied, when recataloging their collections on American local history, libraries should count on obtaining cards of which perhaps 50 per cent. contain no subject entries. On the other hand, practically all the cards for foreign history contain subject headings.

<sup>4</sup>Altho about one-third of the cards for Bibliography were printed before September 1, 1901, so many cards (especially those for the more important works) have been reprinted that the average percentage is as given.

<sup>5</sup>Title entry is not included, as a rule, in the added entries indicated on the cards, because the form for title entry is usually obvious and the necessity for making it frequently a matter of opinion. Title entry was indicated by exception on cards for books in the A. L. A. Catalog (Sample 12, p. 25), p. 39.

On some cards, the card number is followed by a symbol or word indicating some peculiarity in the card.<sup>1</sup> These are not a part of the card number, being attached to it merely because this was found convenient.

b. *Indication of contents.* The table of contents of the book is usually reproduced when the book contains several works by the same author, or works by several authors, or works on several subjects, or a single work on a number of distinct subjects, especially if the collective title does not sufficiently describe them. But if the table of contents is very long as compared with the extent and importance of the book, table of contents is omitted.

c. *Class and book numbers.* The class and book numbers of the Library of Congress are given on all cards printed for books which have been reclassified (SAMPLES 1, 6, 10, p. 15, 20, 23), *but on no others*. The class numbers for the "decimal" and "expansive" systems are given on cards for books in the A. L. A. Catalog (SAMPLE 12, p. 25) at lower left and right margins respectively, *but on no others*. (For explanation of the L. C. scheme of classification *see* Bulletin 7, §3.)

d. *Author's name.* With a few specific exceptions,<sup>2</sup> the Library of Congress uses the real surname of the author as the entry word for main entry in preference to the pen surname (SAMPLE 5, p. 19). Forenames which are sometimes used by the author and forenames which are represented by initials on the title-pages of his works are given in full and in their proper order (SAMPLE 1, p. 59); but unused forenames are repeated after the usual forename (SAMPLE 1, p. 15). On cards printed since July, 1901, the author's name as it stands on the title-page is repeated<sup>3</sup> as a part of the title (SAMPLES 1, 5, 7, 10, 12, p. 15, 19, 21, 23, 25). Author's dates have been given in the headings since March, 1902, whenever they could be ascertained by a reasonable expenditure of time.

e. *Entry for works by joint authors.* Since April, 1901, the name of the first author only has been given in the heading; the names of both authors are given in the title (SAMPLE 12, p. 25).

f. *Entry for government documents.* A government document, when not entered under the author or compiler, is entered under the name of the bureau or office which is responsible for its publication, instead of being entered under the department followed by the bureau or office; name of bureau or office is given in its natural order, instead of being inverted to bring the distinctive word first (SAMPLES 9, 11, p. 22, 24).

(For list of the changes made in the form of the cards *see* Appendix, §14; for a statement as to the size and weight of the cards and the quality of the card stock *see* Appendix, §12-13.)

<sup>1</sup> The list of the characters or words attached to the card number which are not a part of it is as follows:

\* Cancel—Original card erroneous and sent to depositories (*see* p. 66) before error was discovered; depositories should substitute this card for it; libraries which purchased copies of the defective card can obtain copies of this card in exchange (*see* p. 46, §17).

Additions—Original card lacked essential information and had been sent to depositories (*see* p. 66) before omission was discovered; depositories should substitute this card for it; libraries which purchased copies of the defective card can obtain copies of this card in exchange (*see* p. 46, §17).

M<sub>1</sub>, M<sub>2</sub>, M<sub>3</sub>, or M<sub>4</sub>—100, 50, 25, or 15 copies of this card were printed.

†—Entry printed with less than the usual amount of revision.

<sup>2</sup> Entry for writings of George Eliot and George Sand is made under the pseudonym. Entry is also made under the pseudonym when the work is the joint production of two persons.

<sup>3</sup> This change was made pursuant to a decision of the A. L. A. Committee on cataloging. The name of the author is given in the body of the title exactly as it occurs on the title-page. The form of an author's name frequently varies from book to book, or even from one edition to another. The form adopted for the heading will often differ from that of the title-page. It is desirable, for bibliographical reasons, to give the title unaltered and the author's name in the form and position chosen for it by the author himself or his publisher. The importance of this varies, of course, with different classes of books, but distinction according to the merits of each individual case could not well be made. To repeat the name in each case has proved to be the most satisfactory method. Honorary titles (and other matter accompanying an author's name) are also given when they seem likely to throw light on the character of the work.



## PART III

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### HOW TO USE THE CARDS FOR CATALOGING<sup>1</sup> BOOKS

#### NO EXPLANATION OF ELEMENTARY TERMS AND PROCESSES

§1. No attempt will here be made to explain the elementary principles and terms of cataloging. A knowledge of such principles and terms will be assumed. Explanation of elementary processes in cataloging will be given only in so far as the use of printed cards in place of manuscript cards affects these processes. Those who undertake to use the L. C. cards without having had special training in cataloging should study one or more of the excellent manuals<sup>2</sup> now available on the subject.

#### METHOD OF ADDING HEADINGS AND NOTES IN ADAPTING CARDS FOR A DICTIONARY CATALOG

§2. Libraries just beginning to use printed cards should select a style for headings and notes which shall be clear to the eye of the reader and not too difficult for the cataloger. Libraries which expect to use a large number of the cards should use a typewriter, and the cataloger who has the work to do should insist that the machine used be properly adjusted for the work (*see* Appendix, §3). Libraries which use a small number of the cards will probably find it satisfactory to add the headings in handwriting, especially if the one who does the work can write the disjoined library hand rapidly and neatly.

The disjoined library hand is much to be preferred to the running hand for headings because in the latter the connecting lines tend to obscure the letter. If the cataloger who is to adapt the cards cannot write the disjoined library hand<sup>3</sup> satisfactorily, she should master it as soon as practicable, because, even tho the typewriter is used for headings, it will frequently prove advantageous to be able to finish out a heading or add a note in ms. where it is not practicable to write with the typewriter.

<sup>1</sup> This explanation is limited to the use of the cards in a *dictionary catalog*; the changes required for other forms of catalogs are in general obvious. For a statement as to the card catalogs which are being compiled at the Library of Congress *see* Bulletin 7, §2. For reprint of a statement as to the different uses to which printed cards may be put *see* Bulletin 7, p. 21.

<sup>2</sup> The following are especially recommended for small libraries:

N. Y. State Library. Simplified library rules. Bost., Library Bureau, 1898. \$1.50. [Contains 80 sample cards; covers the ground fully.]

Hitchler, Theresa. Cataloging for small libraries. (Library tract, No. 7.) A. L. A. Publishing Board, 34 Newberry street, Boston. \$0.15. [Contains 86 sample cards and a glossary of terms used in cataloging, bibliography and typography; covers the ground fully and gives good advice.]

<sup>3</sup> A full explanation of the theory and practice of library handwriting will be found in New York State Library Bulletin. Library School, No. 15.

**MAIN ENTRY CARDS AS SUPPLIED BY THE LIBRARY OF  
CONGRESS**

§3. SAMPLE 1 shows the form of card which is carried in stock at the Library of Congress and supplied by it to other libraries. It is a main entry card and is ready for use as such in any catalog.

When used as a means of locating books on the shelves, class and book numbers must of course be added (*see* SAMPLE 12, p. 25); when used as the main entry card in a dictionary catalog, notes should be added by which the secondary entries made for the book may be traced (*see* Appendix, §2).

**Flammarion, Camille *i. e.* Nicolas Camille, 1842-**

Thunder and lightning, by Camille Flammarion. Tr. by Walter Mostyn ... Boston, Little, Brown, and company, 1906.

3 p. l., 281 p., 1 l. front. 19 $\frac{1}{4}$ cm.

CONTENTS.—The victims of lightning.—Atmospheric electricity and storm-clouds.—The flash and the sound.—Fireballs.—The effects of lightning: On mankind. On animals. On trees and plants. On metals, objects, houses, etc.—Lightning conductors.—Pictures made by lightning.

1. Lightning      i. Mostyn, Walter, tr.

Library of Congress

QC966.F58

6-17880

SAMPLE 1—MAIN (AUTHOR) ENTRY.

**SUBJECT ENTRY (GENERAL)**

§6. **SAMPLE 4** shows the card for Flammarion's book adapted for a general subject entry by repeating at the top the subject entry indicated on the card.

In order that subject entries may be distinguished from added entries at a glance, it is advisable to write the headings for such entries in all capitals or in red. The majority of American libraries, including the Library of Congress, use red (lower-case letters) for headings on subject cards. (For a statement as to the advantages and disadvantages of red subject headings *see* Appendix, §5.) The tops of cards for subject entries are colored red at the Library of Congress in order that such entries may be recognized without examining the face of the cards (*see* Appendix, §6).

**LIGHTNING.**

**Flammarion, Camille i. e. Nicolas Camille, 1842—**

**Thunder and lightning, by Camille Flammarion. Tr. by Walter Mostyn ... Boston, Little, Brown, and company, 1906.**

3 p. l., 281 p., 1 l. front. 19 $\frac{1}{2}$  cm.

**CONTENTS.**—The victims of lightning.—Atmospheric electricity and storm-clouds.—The flash and the sound.—Fireballs.—The effects of lightning: On mankind. On animals. On trees and plants. On metals, objects, houses, etc.—Lightning conductors.—Pictures made by lightning.

1. Lightning. i. Mostyn, Walter, tr.

Library of Congress

QC966.F58

6-17880

**SAMPLE 4—SUBJECT ENTRY (GENERAL).**

### SUBJECT ANALYTICS

§7. **SAMPLE 5** shows use of card for a subject analytic from a collection of essays by the same author when the item which the card is designed to bring out occurs on the face of the card. To justify the heading and indicate what section of the book contains information relative to "Writing," the item is underscored in the table of contents and the heading and title of the analytic are connected by a line.

The practice of connecting the heading and title of the analytic by a line, altho recently adopted at the Library of Congress, has proved so advantageous that it is unreservedly recommended to other libraries. It enables the user of the catalog to pass at once to the item which is the subject of the analytic, and it materially assists the filer of the cards in locating at a glance the title which, after the heading, determines the position of the card in the catalog. It is recommended that the underscore and connecting line be drawn with ink of the same color as that used for the heading. In order that the connecting line may not be objectionable, it should be a line neatly ruled. (For suggestions as to method of ruling see Appendix, §7.)

### WRITING.

**Nicoll, William Robertson,** 1851-

Letters on life, by Claudius Clear [*pseud.*] New York, Dodd, Mead & company, 1901.

viii, 277 p. 20 $\frac{1}{2}$  cm.

CONTENTS.—The art of life.—That literature is autobiography.—The art of conversation.—On the art of taking things coolly.—Vanity and its mortifications.—Some questions about holidays.—"When three stars came out."—Midnight tea.—Firing out the fools.—"A fellow by the name of Rowan."—Taking good men into confidence.—The sin of overwork.—Samuel.—How to remember and how to forget.—"R. S. V. P."—Concerning order and method.—Should old letters be kept?—The secret of Mrs. Farfrae.—Brilliance.—On handwriting.—The happy life.—The man in the street.—The zest of life.—Good manners.—On growing old.—Broken-hearted.—The innermost room.

2-16171

Library of Congress

**SAMPLE 5—SUBJECT ANALYTIC (AUTHOR SAME AS AUTHOR OF BOOK).**

SAMPLE 6 shows use of card for a subject analytic from a collection of essays by different authors.

**U. S.—HIST.—CIVIL WAR.**

**Military historical society of Massachusetts, *Boston*.**

Critical sketches of some of the federal and Confederate commanders, ed. by Theodore F. Dwight. Boston & New York, Pub. for the Military historical society of Massachusetts by Houghton, Mifflin and co., 1895.

x, 348 p. 24<sup>cm</sup>. (Military historical society of Massachusetts, Boston. Papers, v. 10)

"Books cited in this volume": p. ix-x.

CONTENTS.—Ropes, J. C. General Beauregard.—Dodge, T. A. General Grant. — Walker, F. A. General Hancock. — Wilson, J. H. General Humphreys.—Ropes, J. C. General McClellan.—Ropes, J. C. General Sherman.—Ropes, J. C. General Stuart.—Stone, Henry. General Thomas.—Livermore, T. L. General Thomas in the Record.—Ropes, J. C. The war as we see it now.

1. U. S.—Hist.—Civil

war—Biog. 2. Generals—U. S.

Library of Congress

E467.M64

2-7990

**SAMPLE 6—SUBJECT ANALYTIC (AUTHOR DIFFERENT FROM AUTHOR OF BOOK).**

A printed card containing a series note (SAMPLE 6) can be used for series entry by repeating series note as a heading at the top; but most libraries, including the Library of Congress, continue to use the common form of manuscript card for series entry.

SAMPLE 7 shows a card adapted for an analytic when the item to be brought out does not appear on the face of the card. The item which is the subject of the analytic is given in a note below the title.

### COLONIES.

**Smith, Adam, 1723-1790.**

An inquiry into the nature and causes of the wealth of nations, by Adam Smith, LL. D. Ed. by James E. Thorold Rogers ... 2d ed. Oxford, Clarendon press, 1880.

2 v. front. (port.) 23<sup>cm</sup>.

"Of colonies," v. 2, p. 134-225.

Library of Congress

2-19692

SAMPLE 7—SUBJECT ANALYTIC (ITEM ANALYZED INDICATED BY A NOTE).

### AUTHOR ANALYTICS

§8. SAMPLES 8-9 illustrate different forms of author analytics. In sample 8 it is unnecessary to repeat the title at the top of the card, altho some may prefer to do so; but when the title brought out is in fine print farther down on the face of the card and com-

pact enough to be contained in a single line, some libraries prefer to repeat at the top in the way illustrated by SAMPLE 9.

When the title of an author analytic is not repeated at the top, it should be connected with the heading by a line, as shown in SAMPLES 8, 11.

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**Grant, Robert, 1852-**

[**Freeman, Mrs. Mary Eleanor Wilkins**] 1862-

... The home-coming of Jessica ... [by Mary E. Wilkins]  
 An idyl of Central Park ... [by Brander Matthews] The  
romance of a soul ... [by Robert Grant] Springfield, O.,  
 New York [etc.] The Crowell & Kirkpatrick co., 1901.

50 p. illus. 19<sup>1</sup>/<sub>2</sub>"<sup>m</sup>.

"These stories and illustrations are reproduced from the ... issues of the  
 Woman's home companion" for Aug., Sept., Nov., 1901.

Library of Congress

Copyright

2-1094

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SAMPLE 8—AUTHOR ANALYTIC (TITLE NOT REPEATED AT TOP).

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**Hartwell, Edward Mussey, 1850-**  
**Public baths in Europe.**

**U. S.** *Bureau of labor.*

United States Department of labor exhibit Pan American  
 exposition, 1901. Monographs on social economics;  
 ed. by Chas. H. Verrill, expert in charge ... Washington,  
 D. C., 1901.

6 v. in 1. 23"<sup>m</sup>.

CONTENTS.—**I.** The working of the Department of labor, by Carroll D.  
 Wright.—**II.** The value and influence of labor statistics, by Carroll D.  
 Wright.—**III.** Employer and employee under the common law, by Victor H.  
 Olmsted and Stephen D. Fessenden.—**IV.** Present status of employers' lia-  
 bility in the United States, by Stephen D. Fessenden.—**V.** Protection of  
 workmen in their employment, by Stephen D. Fessenden.—**VI.** Public baths  
in Europe, by Edward Mussey Hartwell.

Library of Congress

2-10152

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SAMPLE 9—AUTHOR ANALYTIC (TITLE REPEATED AT THE TOP).

## USE OF CONTINUED CARDS

§9. SAMPLE 10 illustrates the use of a "continued card" for a general subject entry. All of the cards required for the main entry should here be used, as the bulk of the work is on the subject indicated by the heading.

All of the cards required for the main entry should be used for added entries when there is anything to be gained by using all (*e. g.* when the added entry might well have been the main entry and is likely to be consulted as often).

## PALESTINE—DESCR. &amp; TRAV.

**Wright, Thomas, 1810–1877, *ed.***

Early travels in Palestine, comprising the narratives of Arculf, Willibald, Bernard, Sæwulf, Sigurd, Benjamin of Tudela, Sir John Maundeville, De La Brocquière, and Maundrell. Ed. with notes, by Thomas Wright ... London, H. G. Bohn, 1848.

xxxii, 517 p. front. (plan) 18<sup>cm</sup>. (Bohn's antiquarian library)

CONTENTS.—Introduction.—The travels of Bishop Arculf in the Holy Land. Towards A. D. 700. Written from his dictation, by Adamnan, abbot of Iona.—The travels of Willibald. A. D. 721–727. Written from his own recital by a nun of Heidenheim.—The voyage of Bernard the Wise. A. D. 867.—The travels of Sæwulf. A. D. 1102 and 1103.—The saga of Sigurd

(Continued on next card)

2-2188

## PALESTINE—DESCR. &amp; TRAV.

**Wright, Thomas, 1810–1877, *ed.***  
Palestine ... 1848. (Card 2)

Early travels in

CONTENTS—Continued.

the Crusader. A. D. 1107–1111. (From the Heimskringla, or Chronicle of the kings of Norway, by Samuel Laing, esq.)—The travels of Rabbi Benjamin of Tudela. A. D. 1160–1173.—The book of Sir John Maundeville. A. D. 1322–1356.—The travels of Bertrandon de La Brocquiere. A. D. 1432, 1433.—A journey from Aleppo to Jerusalem, at Easter, A. D. 1697. By Henry Maundrell.

1. Palestine—Descr. & trav. 2. Levant—Descr. & trav. 3. Palestine—Historical geography. I. Arculfus, bp., 7th cent. II. Adamnan, Saint, abbot of Hy. III. Willibald, Saint, bp. of Eichstadt. IV. Bernard the Wise, v. Sæwulf. VI. Snorri Sturleson, 1178–1241. VII. Benjamin ben Jonah, of Tudela. VIII. Maundeville, Sir John. IX. La Brocquière, Bertrandon de. X. Maundrell, Henry, 1665–1701.

Library of Congress

DS105.W9

2-2188



SAMPLE 11 illustrates the use of a "continued card" for an analytic. This separate use of a continued card is facilitated by the repetition at the top of each card of name of author and enough of the title to identify the book. SAMPLE 11 also illustrates the fact that in adapting the cards for secondary entries and analytics, in addition to the usual headings, other matter must be occasionally supplied in ms.

It seems better on the whole to cancel "continued on next card," "card 2," etc., when card is used separately, altho if left uncanceled no particular harm is likely to result.

**Funes, Gregorio, 1749-1830.**

**U. S. President, 1817-1825 (Monroe) ... Message  
from the President ... 1818. ~~(Card 2)~~**

The reports of T. Bland, the third member of the commission, together with other documents concerning South American affairs, are issued as House doc. 48, 15th Cong., 2d sess.

"Historical sketch of the revolution of the United Provinces of South America, from the 25th of May, 1810, until the opening of the National congress, on the 25th of March, 1816, written by Dr. Gregorio Funes": p. 46-96.

**(15th Cong., 2d sess. House doc. 2; no.  
17 of Congressional series)**

I. Rodney, Caesar Augustus, 1772-1824. II. Graham, John, 1774-1820.  
III. Funes, Gregorio, 1749-1830.

Library of Congress

6-13945

**SAMPLE 11—CONTINUED ENTRY (ONE CARD ONLY USED FOR ANALYTIC);  
ADDITION IN MS.**

## USE OF THE CARDS FOR SHEFLIST

§10. SAMPLE 12 shows a card adapted for a card shelflist by adding the shelf-marks for the book at the upper left corner.

Accession number or other information which the library is accustomed to give on its ms. shelflist cards should of course be added in the same way on the printed card. As an additional copy of any card (if ordered with the "first copy," *see* p. 44) can be obtained for  $\frac{1}{2}c.$ , many libraries use the L. C. cards for their shelflists.

Shelf marks are here represented in typewriting. Typewriting is actually used for shelf marks in some libraries. Pencil is used for shelf marks at the Library of Congress because its classification is now especially subject to changes. Libraries which have adopted a classification which is in print and relatively settled usually prefer shelf marks in large handwritten characters, in red or blue ink.

SAMPLE 12 also illustrates the special form of card which was printed for books in the A. L. A. Catalog (*see* p. 39).

331

W45

**Webb, Sidney, 1859-**

Industrial democracy, by Sidney and Beatrice Webb. New ed. in two volumes bound in one. [4th impression. 5th thousand] London, New York, and Bombay, Longmans, Green and co., 1902.

lxi, 929, [1] p. incl. tables. fold. diagr. 22<sup>cm</sup>.

Bibliography: p. 1879-900.

CONTENTS.—pt. 1. Trade union structures.—pt. 2. Trade union function.—pt. 3. Trade union theory.—Appendices.

1. Trade-unions. I. Webb, Beatrice (Potter) "Mrs. Sidney Webb," joint author. II. Title.

Library of Congress

3-1444/4

331

Hc

SAMPLE 12—SHEFLIST CARD (A. L. A. CATALOG FORM).

## PART IV

### HOW TO ORDER CARDS FOR USE IN CATALOGING.

#### GENERAL DIRECTIONS AS TO MAKING UP ORDERS

§1. The directions and suggestions given in this section are applicable to all classes of orders.

a. *Name of library.* The name of the library which submits an order should be printed, stamped, or written<sup>1</sup> on each slip or sheet included in the order.

Subscribers are urged to adopt the practice of placing name of library<sup>1</sup> on each slip or sheet submitted as an order for cards, for the following reasons: (1) experience has shown that subscribers who make a practice of writing name of library on the outside slip only, frequently forget to write it; (2) single slips and portions of orders are often detached for special investigation; (3) small orders are frequently mixed to facilitate searching for the card numbers or selecting the cards; (4) name of library *must* be on order slips which are to be held for cards (*see* p. 49, §4).

If name of library is not affixed to each slip or sheet in the order, order may be returned unfilled with request that name of library be supplied.

It is very essential also that name of library should be affixed to slips sent to the Card Section containing notes and queries. Such notes and queries are usually attended to by a different assistant from the one who fills the order; if name of library is omitted, note or query may receive no attention.

b. *Paper used for order slips and sheets.* Any quality of paper desired may be used for order slips and sheets. It should be not thinner than ordinary writing paper and not thicker than the L. C. cards.

Colored slips are preferred to white if the shade is not so dark as to obscure the writing, because they serve to mark the division between sets of cards. Manila paper is largely used for slips.

c. *Size of order slips and sheets.* Order slips should be of practically the same size as the L. C. catalog cards; the preferred size for order sheets is 5 x 8 or 8 x 10 inches.

Slips should not be larger than the cards ( $7\frac{1}{2} \times 12\frac{1}{2}$  cm., or about  $2\frac{61}{64} \times 4\frac{59}{64}$  inches), but may be a trifle smaller without serious inconvenience, e. g.  $2\frac{15}{16} \times 4\frac{7}{8}$  inches.

<sup>1</sup> It is recommended that name of library be placed at the bottom of slips, but at the top of sheets. The abbreviation for name of library given on "subscriber's card" may be used if desired (*see* p. 43).

d. *Method of writing orders.* Libraries which rely wholly or largely on author and title orders should take pains in the beginning to adopt a method of writing orders which is exact enough for the purpose intended and at the same time economical.

If orders are typewritten, a style should be adopted which will tend to reduce the number of times which the operator must slide the carriage, turn the platen, or use the shift key. If slips are written by hand and are to be used as order slips only, an easy running hand should be used. Extra pains should be taken to make each letter in the author's surname plain. Lead pencil may be used instead of pen if it will facilitate rapid writing or the making of a carbon copy.

e. *Printed forms for orders.* Printed forms for order slips and sheets are a hinderance rather than a help, as they prevent one from taking in at a glance the essential facts as to the book. Libraries are advised to use order slips and sheets having name of library only printed on them.

f. *Communications in regard to orders.* If the facts essential to the identification of the card desired are given and the number of cards wanted is indicated in the usual way, no communication need be sent with the order. Letters and notes which merely request that the cards be sent should be omitted. Communications in regard to an order as a whole should be placed on a slip or sheet of the same size as the slips or sheets used for the order. Notes and queries as to individual titles or card numbers should be given in the margin of the slip or sheet containing the title or card number, as the original entry is usually necessary to an understanding of the case. A separate piece of paper should not be used for such notes and queries as long as any space remains on the slip or sheet containing the original entry.

#### METHODS OF DETERMINING NUMBER OF CARDS WANTED

§2. From what has been said in Part II, §1, and Part III, §3-6, it is obvious that in ordering cards for cataloging purposes the first problem is to decide how many cards<sup>1</sup> will be needed for each book.

The following methods are in use:

1. *Examine the book itself and decide quickly how many entries are needed, without taking the time to decide the exact form of such entries.* This is perhaps the most satisfactory method when the book is in the library and can be held in the cataloging process until cards are received and fitted to it. It can be used advantageously in recataloging old books and in cataloging new accessions which are not in immediate demand.

<sup>1</sup> For the sake of brevity, the word "cards" is frequently used instead of the more exact phrase "copies of the card;" the word "copies," if used alone, might be taken to refer to copies of the book.

2. *Examine the book itself and note the entries required for it on the order slip or on the slip which serves as a record of the order.* This method can be used to advantage by libraries which have a well-defined system of subject headings and a cataloger competent to decide quickly and accurately the secondary entries needed for each book.

For explanation as to records of orders submitted *see* p. 42. Whether the note as to secondary entries shall be made on the order slip, on the slip which serves as a record of order, or on both (if one is a carbon duplicate of the other), should depend on the system of cataloging followed and the clerical help available. (*See also* p. 34, §4, end.)

3. *Order without examination of the book a fixed number of cards plus a variable number to correspond with the varying number of subject and added entries indicated on the card.* This method will usually prove to be the most satisfactory one for libraries which desire to take full advantage of work already done at the Library of Congress in selecting headings for secondary entries.

For convenience in indicating that a variable number of cards is desired to cover secondary entries, the following abbreviations are used:

s = cards for the subject entries indicated on the cards.

a = cards for the added entries indicated on the card.

t = card for title entry (except when title entry is indicated on the card with other added entries and hence covered by a).

Numbers placed *before* these abbreviations are to be taken additively; numbers placed *after* them are to be taken alternatively. The combination of numbers and figures is referred to as a "formula."

The formula 2s1a is used oftener than any other. It is accordingly held to indicate the "usual number," i. e. the number to be sent when a library fails to indicate number of cards wanted. It is equivalent to the following directions as to number of cards wanted: "Send 2 cards; send an additional card for each subject entry indicated, but if no subject entries are indicated send one additional card for subject entry; send an additional card for each added entry indicated."

If a library desires to make sure of having a card for title entry, the obvious method of doing so is to increase by one the fixed number in the formula. The use of a separate abbreviation *t* (= card for title entry, except when title entry is indicated on the card) is authorized, however, because of the fact that title entry is indicated on cards for some of the books in the A. L. A. Catalog (*see* p. 39, §7), and consequently a surplus card will result in the case of these books if title card is provided for in the fixed number and again in *a*. But inasmuch as most libraries order cards for books in the A. L. A. Catalog separately and by number, such duplication is ordinarily infrequent, and formulas made up without the use of *t* are recommended.

If the orders submitted by a library are largely made up of books published since 1904 (which have added entries indicated in every case and subject entries indicated in most cases) and contain a considerable percentage of fiction, the formula 2sa is likely to prove more satisfactory because it will produce fewer surplus cards. If a library makes comparatively few title entries for classed books and thinks it more essential to

avoid getting surplus cards than to insure that enough cards will be obtained, it should prefer the formula 1s1a. Libraries which desire to make sure of getting enough cards for classed books without getting too many for fiction are advised to adopt the practice of ordering a specific number of cards for works of fiction, thereby exempting them from the action of the formula (*see* §3 below). A specific number should also be ordered for titles of non-fiction when anything is to be gained thereby.

If an extra card is desired for a card shelflist, of course the fixed number in the formula should be increased by one.

If cards are being ordered for two catalogs, the formula should be written *e. g.* 2(2s1a).

4. *Order a uniform number of cards for each book without examination of the book.* This method is used by but comparatively few libraries. Some libraries use it because they are constructing catalogs of unusual form which require a uniform number of entries; others use it, apparently, because they find it satisfactory to use manuscript cards for the additional entries required.

*Choice of a method of determining number of cards wanted.* Libraries which are in doubt as to which method to employ in determining number of cards wanted are advised to proceed as follows: (1) adopt the third or "formula" method; (2) begin with formula 2s1a; (3) try other formulas until they have ascertained which is best suited to their needs; (4) try the first and second methods as alternatives.

### METHODS OF INDICATING NUMBER OF CARDS WANTED

§3. Three methods of indicating number of cards wanted are in common use by libraries ordering the L. C. cards.

1. *Affix to each title or card number a number or formula to indicate the number of cards wanted* (SAMPLES *a, b, c*, p. 31, 34).

Formulas are seldom affixed to individual titles or card numbers because the formulas were designed to be applicable to all the titles in an order or to the majority of them, and are therefore especially adapted for use according to the second and third methods noted below.

2. *Place a number or formula at the beginning of the order, written conspicuously, or accompanied by a note, to indicate that it is to be applied to all titles in the order* (SAMPLE *d*, p. 35).

If the order is on slips each containing one title, note as to number of cards wanted, *e. g.* "Send 2s1a cards," should be placed on a separate slip in front of the first slip in the order.

3. *File with the Card Section a standing order as to number of cards wanted by filling out "Number of cards wanted" column on subscriber's card* (*see* p. 43).

Libraries which desire to indicate number of cards wanted by a general order are advised to use method 2 in preference to method 3 until they are reasonably certain as to the number or formula which is best suited to their needs.

*"Card" means all cards required for the main entry.* In the case of about one title in one hundred the entry is so long that it extends to a second card (*see* SAMPLE 10, p. 23). When cards are ordered for such titles, unless there is some indication to the contrary, number indicating number of cards wanted will be held to call for that number of *all of the cards* required for the main entry.

*Precedence to be given to the most specific method of indicating number of cards wanted.* If a number or formula is affixed to an individual title or card number in an order, *precedence will always be given* to it over any more general method of indicating number of cards wanted. If a number or formula is affixed to an order as a whole, *it will be given precedence* over a standing statement on subscriber's card, applicable to orders in general. Libraries can therefore employ a combination of the methods outlined above without fear that confusion will result.

Thus an order of the form shown by SAMPLE *d*, p. 35, might be submitted by a library which has a standing statement on its subscriber's card as to number of cards wanted and no confusion would result, because precedence would be given to method 1 over method 2, and to method 2 over method 3.

*To indicate number of cards wanted for analytics.* Libraries which do not care to use the L. C. cards for analytics unless the items to be brought out appear in the "contents" note on the card, should add a note to the title or card number for a book which they propose to analyze, requesting extra copies on condition that contents are given, *e. g.* "If contents, 10 extra."

In case the entry extends to a second card, some surplus cards will ordinarily result from this method of ordering, but as nearly full credit will be given hereafter for surplus "continued cards" (*see* p. 46, §16), this should not prove a serious drawback to the method recommended. The alternative methods of covering the point are: (1) Use a note which will indicate that extra cards are wanted for analytics on condition that the cards contain "contents" and that the entry does not extend to a second card, *e. g.* "If contents on 1 card, 10 extra;" (2) Order enough cards for the regular entries and then reorder as many as may be needed for analytics; (3) Affix a note indicating that the library desires a sample of the card as a means of ordering analytics, *e. g.* "Send sample for analytics." Such samples will be sent on request, with the understanding that each sample is to be returned as an order for cards with a number affixed to indicate number of cards wanted.

**AUTHOR AND TITLE ORDERS ON SLIPS (ONE TITLE TO THE SLIP)**

§4. SAMPLES *a* and *b* show author and title order slips, the one in handwriting and the other in typewriting, in a form which experience has shown to be satisfactory. The items to be noted in regard to such author and title order slips are as follows:

*Gibson, Chas. 2*  
*Among French imms.*  
*B, Page, 1906 c (Little*  
*pilgrimages)*

A..... PUBLIC LIBRARY.

SAMPLE *a*—AUTHOR AND TITLE ORDER SLIP—ONE TITLE TO THE SLIP—HANDWRITTEN.

The far North-west. [Comp. by J. C. 6  
 Dana and others for members of the  
 A. L. A.] Newark, Pub. for the trav-  
 elers, 1906 52

B..... CITY LIBRARY.

SAMPLE *b*—AUTHOR AND TITLE ORDER SLIP—ONE TITLE TO THE SLIP—TYPEWRITTEN.



a. *Method of entry.* In making out author and title order slips, entry should be in general the same as for a main entry catalog card.

If the work is anonymous or pseudonymous and real name of author is known, make entry under real name.

b. *Author's forenames.* Author's first forename should be given in full when it is on the title-page of the book or is known to the assistant who is making up the order.

The ordinary English abbreviations for forenames of men, such as *Chas., Ed., Wm.*, may be used. The following "colon" abbreviations for forenames of men will also be accepted in lieu of full name:

A: Augustus	E: Edward	I: Isaac	M: Matthew	S: Samuel
B: Benjamin	F: Frederick	J: John	N: Nicholas	T: Thomas
C: Charles	G: George	K: Karl	P: Peter	V: Victor
D: David	H: Henry	L: Louis	R: Richard	W: William

Other colon abbreviations for names of men and "tangent colon" abbreviations for names of women will *not* be accepted in lieu of full name.

c. *Title.* Title may be abbreviated, but first word in the title (not an article) should not be omitted, *e. g.* "Inquiry into ... wealth of nations," *not* "Wealth of nations."

Use ... to indicate that matter has been omitted from the middle of the title, but if the book has a well-defined short title followed by a subsidiary title, omit the latter without using ...

If the name of the person, society, or institution responsible for the compilation or publication of the book is not given in the heading or the imprint, it should be noted as a part of the title (*SAMPLE b*, p. 31).

d. *Number of edition, editor, translator.* Number of edition and names of editor, translator, etc., should be given in continuation of the title as a means of identifying the edition of the book for which cards are desired.

e. *Place of publication.* If several places of publication are given and all are in the same country, use the first only; if more than one country is represented, give the first in each country.

The usual abbreviations for place of publication may be used. It is recommended that special abbreviations be used for a few of the leading centers of publication, viz: NY for New York; L for London; B for Boston; P for Philadelphia; C for Chicago.

f. *Publisher.* Name of publisher should be given as a help to the identification of the edition for which cards are desired. Names of the leading publishers should be abbreviated to a single word. If several publishers are named on the title-page and all are in the same country, give the first only; if more than one country is represented, give the first in each country.

Name of publisher is especially needed in orders from libraries which will accept "variation in edition" (*see* p. 42, §12) in order that, if cards are not in stock for the edition noted in the order, cards may be selected for another edition by the same publisher.

g. *Date of publication and copyright date.* Date of publication should not be omitted under any circumstances, as it is indispensable to the identification of the book for which cards are desired. If date of publication is not on the title-page, give copyright date (usually found on back of title leaf). If neither publication date nor copyright date is given on the book, write conjectural date followed by ?. If cards are ordered for a book announced for publication in the near<sup>1</sup> future, write *an* after the date of publication. Use n. d. (= no date) only as a last resort.

If cards ordered for a current<sup>2</sup> book published in the United States are found not to be in stock, it at once becomes essential to know whether the book contains a copyright claim or not (*see* p. 52, check C?). When order is being made out for cards for such a book, libraries will confer a favor by noting whether or not the book is copyrighted. If copyrighted and copyright date is same as publication date, or differs from it by one year only, write *c* after publication date. If copyright date differs from date of publication by more than one year, give copyright date (with *c* prefixed) after date of publication. If there is more than one copyright date, give the first and the last. If the book is found not to have been copyrighted in the United States, write *n. c.* after date of publication.

h. *Number of cards wanted.* Indicate number of cards wanted by a figure placed at the right<sup>3</sup> of author's name (or at end of first line of title if entry is under title) and separated from it by a space of at least one-third of an inch, unless a method of indicating number of cards wanted is adopted which obviates the necessity of writing a number or formula on each slip (*see* p. 29, §3).

i. *Week up to which slip may be held for cards.* If a library desires to have order slips held to await cards which may come to hand later (*see* p. 50, §5), the week up to which the order slip is to be retained should be indicated at the right<sup>3</sup> of the date of publication and separated from it by a space of at least one-third of an inch.

<sup>1</sup> Cards should not be ordered at all for books announced for publication some months or years later.

<sup>2</sup> When ordering cards for non-current books it will not be worth while as a rule to indicate whether the book is copyrighted or non-copyrighted because (1) the Library of Congress has already obtained copies of practically all "copyrighted" books of importance published between 1899 and 1905; (2) the older the book the more difficult it is to secure the "copyright-deposit" copies; (3) if the title is returned without cards, book can then be examined to see whether it is copyrighted.

<sup>3</sup> In the first edition of the Handbook the directions were that number indicating number of cards wanted should be placed at the "upper right corner" of the slip and that number indicating the week up to which a title may be retained be placed at the lower left corner. Further experience seems to have demonstrated that the two are not likely to be confused if written nearer one another, while in the case of typewritten slips the economy resulting from placing these two items after the author and after the date respectively is manifest. If preferred, both numbers may be placed close to the right margin, instead of being placed but a few spaces from author's name and date of publication. The position near the margin is preferred for permanent series order slips (*see* Bulletin 16, §8).

j. *Arrangement of order slips.* Order slips should be arranged: (1) by surname of author, (2) by forenames of author, (3) by title of the book. If they are not so arranged, an extra charge is made to cover the cost of arrangement (*see* p. 45, §14).

*Order slips containing all the facts required for the main entry card.* A few libraries find it convenient to give on author and title order slip all the facts necessary for the main entry, including the headings for secondary entries (*cf.* p. 28, §2, 2).

The advantage of giving these facts is that, in case no cards are obtained for the book, those needed can be written without again referring to the book. The disadvantage of this method is that, if cards are obtained, expert work will have been wasted in ascertaining facts and deciding upon items which are supplied on the printed cards. It seems probable that any library which has a well-defined system of subject headings and a cataloger competent to decide quickly and accurately on the secondary entries needed for a book might use this method to advantage in the case of books needed at once, for which cards will probably not be in stock at the Library of Congress.

#### AUTHOR AND TITLE ORDERS (MORE THAN ONE TITLE ON A SHEET OR SLIP)

§5. SAMPLES *c* and *d* illustrate author and title orders on sheets (or slips), each containing more than one title. The facts needed for the identification of the book for which cards are desired are of course the same as those explained in §4.

- |   |  |
|---|--|
| 4 | Cooper, Jas. F. Cruise of the Somers.<br>NY, Winchester, 1844.                     •   |
| 6 | Holst, Hermann E. von. Const. & pol. hist. of U. S.<br>C, Callaghan, 1881-92.  |
| 2 | Merzbacher, Gottfried. The central Tian-Shan moun-<br>tains 1902-1903. L, Murray, 1905.  |
| 2 | Montgomery, David H. Leading facts of Amer. hist.<br>B, Ginn, 1895.  |
| 3 | U. S. 58th Cong., 3d sess. Statue of Miss Frances<br>E. Willard erected in Statuary hall of the Capi-<br>tol. Proceedings. Wash, G. P. O., 1905. |
| 2 | Winchell, Sam. R. Chicago past and present.<br>C, Flanagan, 1906.  |

B..... COLLEGE LIBRARY.

SAMPLE *c*—AUTHOR AND TITLE ORDER—MORE THAN ONE TITLE ON SLIP OR SHEET—NUMBER  
PREFIXED TO EACH TITLE TO INDICATE NUMBER OF CARDS WANTED.

## 2s1a

- Fairchild, Fred R. Factory legislation of the state of NY. (Amer. Econ. Assoc. Pub. 3d ser. v. 6, no. 4.) L, Macmillan, 1905.
- 2 Fielding, Henry. History of Tom Jones. (English Comédie humaine) NY, Century, 1906.
- Stephens, Alex. H. Views on the Nicaragua ship canal. NY, Evening Post, 1883.
- 2 Stevenson, Rob. L. Master of Ballantrae. (Biog. ed.) NY, Scribner, 1905.
- Wheelwright, Horace W. Bush wanderings of a naturalist. L, Routledge, 1861.
- Withering, Wm. British plants. 8th ed. L, Scott, 1852.

## D..... INSTITUTE LIBRARY.

SAMPLE *d*—AUTHOR AND TITLE ORDER—MORE THAN ONE TITLE TO THE SLIP OR SHEET—FORMULA PLACED AT HEAD OF LIST TO INDICATE NUMBER OF CARDS WANTED FOR EACH TITLE, EXCEPTING THOSE HAVING NUMBER WANTED INDICATED MORE SPECIFICALLY BY A FIGURE AT THE LEFT.

To economize space, samples are shown in the form of slips, and slips are actually used by a few libraries for this class of orders; but the great majority of such orders are sent in on sheets approximately 5 x 8 or 8 x 10 inches in size.

Number of cards wanted, if indicated by the "first method" (*see* p. 29), should be indicated by a figure at the left of author's surname, as shown in SAMPLE *c*; if indicated by the "second method," the number or formula applicable to the order as a whole should be written at the top, as shown in SAMPLE *d*, individual titles being excepted by assigning a specific number to them, as shown in sample.

This method of ordering is chiefly used by large libraries which find it convenient to submit as an order for cards duplicates of lists of books to be purchased.

A checked copy of a printed catalog or other printed list may be submitted as an order for cards, provided that it contains the facts necessary for the identification of the books for which cards are desired (*see* p. 32-34), or that, if some of the necessary facts are missing, the library will accept corresponding "variations in edition" (*see* p. 42, §12). But if date of publication is omitted and a large percentage of the titles are outside the scope of the stock, the list or catalog will not be accepted as an order, even tho variations are freely accepted.

## ORDERS BY CARD NUMBERS

§6. SAMPLES *e* and *f* illustrate orders by card number, the one containing a single number, the other filled with numbers. Number of cards wanted is conveniently indicated by a number placed after the card number with a slanting line between the two. (Cf. p. 39, 2d paragraph.)

5-6480/4

H..... PUBLIC LIBRARY.

SAMPLE *e*—ORDER BY CARD NUMBER—ONE TITLE TO THE SLIP.

1-40 Map/3	1-I-75/3	2-17840/3	6-11531/3
1-49 Map/2	1-I-240/2	2-20342/2	6-15220/4
1-261 Music/4	1-Rc-41/5	3-2780/8	7-6/5
1-Z-120/2	1-Rc-1460/7	3-30530/3	7-11/4
1-Z-200/5		4-620/4	
1-D-65/2	81/3	4-21127/3	Agr 3-250/3
1-D-124/6	387/2	4-31481/4	Agr 4-420/3
1-F-968/2	Jan. 5, 99-3/4	5-16971/3	G S 4-75/5
1-F-1285/5	Mar. 15, 00-20/3	5-31362/2	G S 6-1175/2
		5-41628/3	
1-G-61/3	12-00-76/3		W 6-108/4
1-G-2402/4	12-00-234/2	6-640/4	War 7-10/5

C..... UNIVERSITY LIBRARY.

SAMPLE *f*—ORDER BY CARD NUMBER—SLIP OR SHEET FILLED WITH NUMBERS SELECTED FROM EACH OF THE DIFFERENT SERIES IN STOCK.

This is the ideal method of ordering whenever a library can obtain advantageously the card number corresponding to the book for which cards are desired.

In making up orders by card number the number (or combination of date and number) found on the lower right corner of the card should be copied entire; but the explanatory words and characters mentioned on p. 13 should be omitted, as they are not a part of the card number. (For further details as to card numbers *see* Bulletin 11, §9.)

Orders by card number should be arranged throughout the order (1) by series, (2) in the increasing order of the numbers in the series. When the card number consists of a date followed by a number, later date should follow the earlier. The arrangement of series shown in the sample corresponds to the arrangement of the stock of cards, and libraries will confer a favor by arranging the series in this order.

About one-half of the orders received by card number are on slips, each containing a single number, the other half are on sheets or slips filled with numbers. Provided that the numbers are arranged in increasing order, no extra charge is made on either form of order. Orders on sheets are filled more quickly than those on slips, but less accurately, altho the difference in either respect is very slight.

The L. C. card numbers can be obtained from the following sources:

- a. From depository catalogs of L. C. cards located in leading centers of literary activity (*see* Appendix, §8).
- b. From proofsheets of the cards (*see* p. 55, and Appendix, §9).
- c. From traveling catalogs of L. C. cards (*see* Bulletin 10).
- d. From current booklists in which the L. C. card numbers are given, *viz*:

*A. L. A. Booklist.* Issued monthly (except June-Sept.) by the A. L. A. Publishing Board, 34 Newberry St., Boston; \$1.00 per year. Designed to serve as a current supplement to the A. L. A. Catalog (*see* p. 38, §7). Contains reading lists and information especially useful to small public libraries. L. C. card number is given for practically every book listed, and number of cards wanted is indicated after each card number. Index to v. 1-2, included in the Booklist for January, 1907, contains L. C. card numbers.

*Catalogue of Copyright Entries, Part I. Books.* Issued weekly since July, 1906, by the Copyright Office, Library of Congress (in continuation of the "Catalogue of Title Entries"); \$2.00 per year. L. C. card numbers are affixed to entries and are included in the cumulative indexes to be issued monthly and annually.

*Cumulative book index.* Issued monthly by the H. W. Wilson Co., Minneapolis, Minn.; \$4.00 per year. L. C. card numbers are affixed to the first entry for the majority of the more important publications and are repeated in the quarterly and annual cumulation. They are also given in the United States Catalog Supplement, 1902-1905, published by the same firm, which represents the cumulation of titles in the Book index for the four years named.

*Catalogue of U. S. Public Documents.* Issued monthly by the Superintendent of Documents, Government Printing Office, Washington, D. C. Free to libraries. L. C. card numbers for the more important monographic documents have been inserted since January, 1906 (*see* Bulletin 13, §5).

*"Accessions to the Department Library of the U. S. Dept. of Agriculture."* This list is issued quarterly by the Library of the Department of Agriculture. Card numbers are affixed to all titles for which printed cards have been issued (*see* Bulletin 14, §16).

*"Library of Congress Publications."* This list is revised and reissued from time to time by the Library of Congress. Card numbers are affixed to each title.

e. From the back of the title leaves of the publications of the Library of Congress, card numbers (assigned in advance) having been given on the back of the title leaf of each publication issued since January, 1905.

*Consecutive numbers in the A. L. A. Catalog used instead of card numbers.* Altho these are in a sense card numbers, it has seemed best not to confuse them with numbers which are actually printed on the cards. The whole matter of ordering cards from the A. L. A. Catalog, with a statement as to the catalog itself, has been made the subject of §7 following.

#### ORDERS FOR CARDS FOR BOOKS LISTED IN THE A. L. A. CATALOG

§7. *SAMPLE g* shows an order for cards by means of the consecutive numbers which are assigned to the main entry for each book in the dictionary portion of the A. L. A. Catalog (1904). To make up an order for cards for books listed in this Catalog it is necessary merely to copy the number which is given after the price of the book and indicate number of cards wanted as in the case of orders by card number (*see* p. 36).

The scope and significance of this catalog are well indicated by its title, "A. L. A. Catalog. 8000 volumes for a popular library, with notes. 1904. Prepared by the New York State Library and the Library of Congress under the auspices of the American Library Association Publishing Board. Part I, *classified*. Part II, *dictionary*. Washington, Government Printing Office, 1904."

27/2	1565/4	2906/2	4129/2	5518/3
60/3	1572/3	3242/2	4348/3	5607/2
133/3	1591/2	3255/4	4350/2	5626/2
188/2	1600/4	3343/2	4402/3	5700/3
525/5	1703/4	3346/4	4687/2	5891/2
701/2	1845/3	3417/2	4800/2	5954/3
1204/3	2046/2	3577/1	4909/4	6051/2
1225/2	2113/4	3597/2	5114/2	6100/2
1461/3	2240/2	3626/3	5118/2	6141/4
1504/3	2556/2	3729/2	5404/6	6162/3
1505/2	2694/3	4073/2	5455/2	6196/3

A..... TOWN LIBRARY.

*SAMPLE g*—ORDER BY CONSECUTIVE NUMBERS FROM THE A. L. A. CATALOG—  
SLIP OR SHEET FILLED WITH NUMBERS.

It was prepared as a part of the exhibit of the Library of Congress at the St. Louis Exposition, 1904, and was distributed by the Superintendent of Documents in 1904-5 to all libraries on the list of "Public, society and school libraries" issued by the Bureau of Education in 1904. Copies<sup>1</sup> can be obtained for public libraries not represented on that list by application to the Librarian of Congress. Copies can be obtained by other libraries or individuals from the Superintendent of Documents (Government Printing Office) at 50c., bound; 25c., unbound.

A special edition of cards was printed for the books listed in the A. L. A. Catalog (*see* SAMPLE 12, p. 25). These cards differ from the ordinary L. C. cards in the following respects: (a) Subject entries are indicated on all cards for classed books; the subject headings used are shorter and simpler, as a rule, than the subject headings given on the regular L. C. cards, and correspond quite closely to the subject headings in the "A. L. A. List of subject headings" (1898); (b) The necessary added entries, *including* title entry, are indicated on all cards; (c) Number of cards recommended for use in a dictionary catalog is noted after the card number (with a slanting line between the two numbers); (d) The class marks for the Decimal and Expansive systems are given near the lower left and right margins of the card respectively.

To promote convenience in ordering cards for this selection of books, the following method of numbering was adopted: (1) the main entries in the dictionary catalog were numbered consecutively; (2) a number indicating the number of copies of the corresponding card required for cataloging the book was placed after the consecutive number, with a slanting line between the two; (3) a portion of the stock of cards for each book listed in the catalog was then arranged in corresponding order.

When cards are ordered by the consecutive numbers in the A. L. A. Catalog, the number on the card will not correspond, of course, with number in the order. Cards must be checked against the titles of the books themselves. If cards do not fit the books for which they are needed, before reporting the case to the Library of Congress the title should be looked up in the A. L. A. Catalog to see whether the number has not been copied erroneously.

The price of cards ordered by the consecutive numbers from the A. L. A. Catalog is the same as for cards ordered by the regular card numbers (*see* p. 44). But if the cards for books listed in this catalog are ordered in full sets there is a reduction of 25% in the price of the "first card" for each book. The price of a complete set of the cards needed for a dictionary catalog of the books listed in the Catalog is \$154.56. The price of an author set (1 copy of each card) is \$93.76. When ordering complete sets, libraries which desire an extra card for shelflist should order it at the same time with the set, as the price for the extra copy of each card will then be but ½c. or about \$32 for the additional copy of each card required for a shelflist of the collection of 8,000 volumes.

#### ORDERS FOR CARDS BY SERIES

§8. In Bulletin 16, §8, will be found full directions for ordering cards by series. Bulletin 16 also contains a full statement as to the exceptions in the cataloging of series, series cards, traveling sets of cards used to facilitate ordering cards by series, etc. Bulletins 17-19 contain a list of about 900 series for which cards can be supplied.

<sup>1</sup> The "classed" and "dictionary" portions of the catalog were also issued separately, but are now out of print.



### ORDERS FOR SPECIAL SETS OF CARDS

§9. In Bulletins 5, 9, 13-15, 20 will be found statements as to cards for certain publications, which are sold in sets at a special price. A brief statement as to the sets noted in each of these Bulletins will be found in Appendix, §16. Most of them are of interest chiefly to specialists, to large libraries which have special collections or to libraries which are depositories for U. S. Government documents. But the sets of analytical cards supplied for the Farmers' Bulletins and Yearbooks of the U. S. Department of Agriculture, mentioned in Bulletin 14, §5, are being purchased by public libraries, and special attention is therefore called to them. On the cards in stock for these publications headings are already supplied for secondary entries, so that the cards when received are ready for filing.

Cards can now be supplied for the Farmers' Bulletins complete to date. The price for the set at the rate of 1c. for each main card and  $\frac{1}{2}$ c. for each of the corresponding cards for secondary entries now amounts to about \$4.00. The cost of keeping up a subscription to this set is likely to be about \$1.00 per year. Cards are now in stock for the Yearbook of the Department of Agriculture for 1905 and cards are being printed for all of the Yearbooks issued previous to 1905. The price of a complete set of cards for the Yearbooks issued to date will be about \$10.00 and the cost of keeping up the set is likely to be about \$1.25 per year.

*Sets of analytical cards supplied by the A. L. A. Publishing Board.* In printing the sets of analytical cards mentioned above the Library of Congress has made an exception to its general practice, which is to print only main entry cards for monographic publications. The work of printing analytical cards for composite works (*e. g.* the Warner Library, Reed's modern eloquence, Old South leaflets) is being attended to by the A. L. A. Publishing Board (34 Newberry St., Boston, Mass.). In the current numbers of the A. L. A. Booklist will be found statements as to the sets of cards supplied by the A. L. A. Publishing Board.

### CHOICE OF A METHOD OF ORDERING CARDS

§10. The circumstances under which librarians and their assistants work are so varied that a method of ordering which would be the best possible for one library may not be at all suited for another library, even tho the two contain practically the same number of volumes. The suggestions given below as to the choice of a method of ordering are necessarily general.

Experience continues to demonstrate the effectiveness of author and title orders on slips. Any library can use this class of orders to advantage, either alone or to supplement orders by number. Any librarian who is in doubt what method of ordering to try first is urged to begin with

author and title orders on slips. Before deciding that it is not practicable to order cards by author and title, the library should make sure that it has given this method a fair trial.

The only method of ordering cards by number at present which is especially recommended to small public libraries is that afforded by the A. L. A. Catalog and the A. L. A. Booklist. New public libraries which are just making their initial selection of books should make the fullest use practicable of the A. L. A. Catalog as a means of ordering cards as well as of selecting books. Libraries which are recataloging collections made up largely of books published within the last ten years will perhaps find it worth while to look up each title in the A. L. A. Catalog and order by number cards for as many as are there represented, altho if it appears that the percentage obtainable by this method is small, it should be promptly abandoned in favor of author and title orders on slips. Every small public library which uses the L. C. printed cards should make use of the A. L. A. Booklist as a means of selecting current books and ordering cards for them.

Libraries of medium size (25,000 to 100,000 volumes) will usually find it best to rely in the main on author and title orders, with such assistance as they can obtain by ordering by number from the A. L. A. Catalog and possibly one or more of the other lists mentioned on p. 37. They cannot ordinarily use the complete set of proofsheets (*see* p. 55) to advantage; but some libraries in this class having comparatively large special collections would probably find it advantageous to subscribe to partial sets of the proofsheets, and to make use of the minor traveling catalogs (*see* Bulletin 10) as an aid to the recataloging of these collections. The largest of this class of libraries may make use of the main traveling catalog to advantage if they wish to recatalog their entire collection with printed cards as quickly and satisfactorily as possible, especially if this collection contains a large percentage of books in classes already recataloged at the Library of Congress.

The larger libraries (100,000 to 500,000 volumes), not depositories for the cards, which have an adequate force for the ordering and cataloging of books, are likely to find it advantageous to subscribe currently to the entire issue of proofsheets and use them systematically as a means of ordering cards by number and selecting books for purchase. For non-current cards not covered by the proofsheets such libraries should rely on author and title orders, unless they are recataloging on a scale which makes it worth while to use the traveling catalogs. This class of libraries will ordinarily find it advantageous to use the main traveling catalog if they wish to recatalog their collections quickly and satisfactorily. If they have large special collections and small general collections, a traveling catalog covering the special collection would perhaps be more satisfactory.

Some depository libraries order cards exclusively by numbers obtained from the depository set; others find it worth while to subscribe to the proofsheets. The proofsheets furnish a convenient means of accumulating titles of books and cards to be ordered; and, if the library orders many cards, the cost of subscription will be wholly or largely covered by the rebate (*see* p. 56, §3). Some depository libraries find it desirable to order cards by author and title for new books in order to learn whether cards which have not already reached the depository set will come to hand later.

Libraries situated in the same building with a library having a depository catalog, or in a building adjacent to it, can order advantageously by number from the depository set; but it appears that to order from the catalog of a depository some miles distant is ordinarily less economical than to order by author and title.

Orders by series for cards for monographs in series seem to be proving satisfactory. They are likely to prove especially satisfactory to libraries which customarily indicate number of cards wanted by a fixed number or formula.

Orders by subject (*see* p. 57) can be used to advantage by libraries which have special collections and desire to accumulate cards on the subject of the collection for bibliographical purposes, and by specialists desiring to accumulate bibliographies of subjects which they are investigating.

### RECORD OF CARDS ORDERED

§11. Experience has shown that libraries ordering L. C. cards need to keep some systematic record of the titles for which cards have been ordered, to prevent their being ordered a second time.

Some libraries find it satisfactory to keep on separate shelves the books for which cards have been ordered, with a label to indicate that cards have been ordered for them. When volumes in this collection are called for by the public, a record is made on a slip or dummy and the record retained until the book is returned. This simple method will probably prove satisfactory for small public libraries and for libraries having a limited circulation. Other libraries keep carbon duplicates of orders. This method is especially recommended for libraries which make a practice of allowing their orders to be held for cards. It appears to be unnecessary to keep duplicates of orders by card number. The chance of an order being lost in transit is too slight to make it worth while to make and file duplicates.

### VARIATION IN EDITION

§12. A considerable percentage of the "new editions" of copyrighted books are not recopyrighted. It is not practicable for the Library of Congress to buy such non-copyrighted reissues. The Library of Congress buys the English edition of a considerable portion of its accessions of non-copyrighted books; other large libraries in the United States tend to buy the English edition of such books, the smaller libraries tend to buy the American edition. It is evident that the card in stock at the Library of Congress for a given book will sometimes represent an edition or impression of the book different from that for which cards are ordered. Libraries will accordingly obtain a considerably larger percentage of cards if they can accept cards for editions which vary in some respects from those for which cards are ordered.

The usual variations may be itemized as follows:

a) *Date of publication different.*

When the title-page exhibits no other change except that of date of publication, the book is usually a reprint without change or with minor changes only. The date can be readily changed on the card. Nearly all of the libraries now subscribing for cards will accept cards which vary in date only. Accordingly, *unless a library states specifically that it will not permit variation in date, cards which vary in date only are sent as a matter of course.*

b) *Edition number different.*

This variation is to be construed as covering *number* of edition only, *not* editor. Editions which vary in number only are usually little more than reprints. The card can usually be changed easily to suit the edition in hand, or if left unchanged is substantially correct.

c) *Place and publisher given in second place.*

In the case of books published simultaneously in both England and America, both imprints are often given, the American imprint standing first on the title-page of the American edition, the English imprint first on the English edition. Sometimes one edition contains both imprints, the other only one. But whenever the imprint facts on the edition for which cards have been ordered are covered by those on the card, most libraries will accept the card and use it without change.

d) *Place and publisher different.*

This is a common variation. The majority of libraries now ordering cards accept it. Some change the card in ms., others leave it unchanged.

e) *Variation in editor and translator.*

Altho this is a more serious variation than any of the others, a considerable percentage of the subscribers to cards will accept it. As editor and translator are often the same, it is impracticable to differentiate the two variations.

### SUBSCRIBER'S CARD

§13. *To provide a convenient method of filing with the Card Section statements as to (1) number of cards wanted (see p. 29, §3), (2) variation in edition accepted (see §12, above), (3) titles to be held for cards (see p. 48-53), (4) full name and address of library, (5) abbreviation for name of library, "subscriber's cards," designed to contain these facts, will be supplied to libraries.*

Four copies of subscriber's card will be furnished to each library which has submitted a first order for cards. These copies are to be used as follows: Fill them out according to directions on the back. Send two copies with next order for cards, one to be filed in the Card Section, the other to be returned with the shipment. If two orders for cards are outstanding at one time, make use of a third copy. The fourth copy is to be retained as a record.

If at any time it is desired to make a change in the statements on subscriber's card, subscribing library should make the change on its three copies and send two copies with next order. Whenever two copies of subscriber's card are inclosed it will be accepted as a positive order to substitute one of these copies for the copy already filed in the Card Section and to return the latter to the subscriber.

The information given on subscriber's cards is strictly essential to the satisfactory filling of orders. Accordingly libraries should make sure that a copy of it is inclosed with each order. Subscriber's card, when sent with order slips, should be placed at the front of the package. When a subscriber's card becomes so worn or disfigured by changes as not to be easily read, a blank card will be returned with it as an invitation to replace the illegible copy.

### PRICE OF CARDS ORDERED FOR CATALOGING PURPOSES

§14. The cost of filling orders for cards varies according to the method of ordering and the care with which the order is made up. If the facts needed for readily identifying the cards desired are supplied and the order is arranged in correct form, the minimum charge applicable to that class of orders is made. On orders which vary from the correct form a small extra charge is made designed to cover the cost of the extra work involved.

### REGULAR CHARGES FOR CARDS

The regular charges for cards are as follows:

If cards are ordered by number, the price of the first copy of each card called for by any order is 2 cents.

If cards are ordered by author and title, the price of the first copy of each card called for by any order is  $2\frac{1}{2}$  cents.<sup>1</sup>

The price of each additional copy of a card ordered at the same time with the "first card" is always  $\frac{1}{2}$  cent.

To illustrate: the price of three cards ordered by number would be  $2c. + \frac{1}{2}c. + \frac{1}{2}c.$ , or  $3c.$ ; the price of three cards ordered by author and title would be  $2\frac{1}{2}c. + \frac{1}{2}c. + \frac{1}{2}c.$ , or  $3\frac{1}{2}c.$

If a second order is given for copies of any card, the charge for "first copy" will again be made.

If the entry requires more than one card, all cards except the first copy of the first card will be supplied at  $\frac{1}{2}$  cent per card.

For a statement as to the price of sets of cards for books in the A. L. A. Catalog *see* p. 39. For information as to rebates in charges for cards ordered by number from the proofsheets or from a current selection of cards *see* p. 56, §3.

### EXTRA CHARGES

The extra charges are as follows:

For failure to give author's first forename in full, \$.002.

This charge is justified by the fact that if author's first forename is represented by an abbreviation only it will cost \$.002 additional, on the average, to locate the card desired. The charge will be made regardless of the fact that order was made up from a list in which author's first forename was represented by initials only. It is applied only in the case of titles for which cards are supplied, and if the percentage of titles in any order to which it is applicable is small it may not be applied at all.

For omission of all foreinitials (as well as first forename) of author, \$.005.

In the case of the most common surnames (Brown, Jones, Smith, etc.), where hundreds of cards would have to be looked through to identify the card desired, the title will be passed by, a note being affixed asking for author's forename. This charge is applicable to every title searched having foreinitials omitted, but if the percentage of titles having them omitted is very small, the charge may not be applied at all.

<sup>1</sup> For convenience, the cost of the first card in each set is reckoned at  $2c.$  throughout, and the additional charge of  $\frac{1}{2}c.$  for the first card in each set ordered by author and title is itemized separately. Libraries should distinguish between this charge, which is unavoidable so long as cards are ordered by author and title, and the "extra charges" noted above which are avoidable.

For the omission of date of publication, \$.003.

Date of publication is indispensable to the ready identification of the book for which cards are desired. This extra charge will be applied to every title searched having date omitted, whether cards are furnished for that title or not.

For author and title order *on sheets* (titles arranged), \$.003.

This charge is justified by the fact that before cards can be selected card numbers must be copied on slips and arranged in increasing order. It is applied only in the case of titles for which cards are supplied.

For author and title orders on sheets, unarranged<sup>1</sup>, \$.005.

For orders on slips, unarranged, \$.003.

For orders by number on sheets, unarranged, \$.004.

For orders amounting to less than 10 cents, an extra charge sufficient to make the charge 10 cents.

This charge will not be applied when the order would have amounted to 10c. if cards had been supplied for all titles which were within the scope of the stock, or when the charge is less than 10c. because one or more cards proved to be out of stock. It will not be applied to the weekly shipments of "titles held" (see p. 53, §7).

#### PAYMENT FOR CARDS

§15. Remittances in payment for cards should be made payable to the "Librarian of Congress." They should be sent in *sealed envelopes*, never in packages of cards. Each remittance should be accompanied by a communication *stating specifically* to what library, institution, or person it is to be credited. In the case of libraries ordering the cards for cataloging purposes, the most satisfactory method of paying for cards is to make a deposit of \$1.00 or more with the first order for cards, and renew the deposit when notified that it is exhausted. The initial deposit should be large enough to cover the cost of the cards called for by the first order and leave a margin to cover future orders. If, on the other hand, cards are being ordered for bibliographical purposes, no remittance should be made *until an estimate of the cost of the cards* has been obtained. If the order calls for cards to be printed later (with or without those then in stock), the initial deposit should be large enough to cover the cost of the cards to be supplied in the initial shipment and of those to be supplied currently during a considerable period. But if the order is for cards in stock only, no remittance should be made *until the order is filled* and the exact cost of the cards is known; because the process of crediting money according to government regulations is elaborate and the process of refunding it still more elaborate.

A deposit of \$1 is the minimum amount which will entitle a subscriber to receive a full set of the publications of the Card Section and Catalog Division and the supplies requisite to ordering cards.

Stamps will not be accepted in payment for cards.

<sup>1</sup> The charge for non-arrangement will be applied in the case of each title arranged, whether cards are supplied for the title or not.

### CREDIT FOR CARDS RETURNED

§16. A single card when removed from stock is practically valueless, as it costs nearly as much to return it to stock as it is worth. Consequently no credit will be given for a single copy of a card. Credit will be given for two or more copies of a card at the rate of \$.002 for each card, *provided* (1) that cards are returned in lots amounting to at least 10 cents; (2) that each lot returned is accompanied by a memorandum slip showing that the value of the cards is at least 10 cents, *e. g.* 50 cds. @ \$.002 = 10c; (3) that cards have not been written on or soiled.

Credit at the rate of \$.004 per card will be allowed for two or more copies of a "continued card." Additional credit is allowed for such cards, because libraries which order cards by author and title for analytics have no means of knowing in advance that the entry will occupy more than one card, and if but one card is used for each analytic (*see* p. 24, 30) surplus cards will result.

### OMISSIONS AND ERRORS ON THE CARDS

§17. Subscribers who are able to supply names and dates of authors lacking on the cards are invited to do so by filling out and mailing one of the "Omission or error" forms supplied to subscribing libraries, *provided* that they cite their authority for the items supplied. Notice of an error detected on any card should be forwarded in the same way.

Any card found to contain an error of fact or typography or from which an item of information essential to the correctness of the entry has been omitted will be reprinted<sup>1</sup> and copies of the reprinted card will be supplied (ordinarily within one month) in exchange for the erroneous cards. If a library returns erroneous cards with a statement that it cannot wait for correct cards, credit will be given for incorrect cards returned. If an error is reported without returning the incorrect cards, the report will be accepted as information only, *not* as a request for correct cards. If the omission reported is not strictly essential to the correctness of the entry, the card will not be reprinted as a rule until the stock is exhausted. If it is decided not to reprint the card, credit will be given for copies returned unless a note is affixed asking that old cards be returned if new ones are not to be printed, *e. g.* "If not reprinted, return these cards."

### ERRORS IN THE DISTRIBUTION OF CARDS

§18. If erroneous cards are received through an *error at the Library of Congress*, correct cards<sup>2</sup> will be sent in exchange for them, *provided* (1) that original order is returned with erroneous cards, having the card number plainly marked for which erroneous cards were sent; (2) that initials of the assistant who shipped the cards (taken from the account slip for the shipment)

<sup>1</sup> If copies of the defective card had been sent to the depositories *before* the error was discovered, the word "Cancel" or "Additions" (*see* p. 13, footnote 1) is placed after the card number on the reprinted card and the entry appears again on the proofsheets (*see* p. 55) under the heading "Reprints."

<sup>2</sup> Correct cards will also be exchanged for erroneous cards when the latter have been received on account of an error in an L. C. card number inserted in either of the booklists mentioned on p. 37-38, *provided* that the first condition mentioned in §18 is complied with.

are noted near the number. If erroneous cards were received through *error on the part of the ordering library*, they will not be accepted in exchange for correct cards, but credit will be given for them on the conditions noted in §16. In this case correct cards should be obtained by including the card number in the next regular order for cards.

The use of the "Error in distribution" forms authorized in the first edition of the Handbook should be at once discontinued in favor of the above method of reporting errors, as mistakes will be rectified hereafter only when the conditions named above have been complied with.

#### **TIME REQUIRED FOR FILLING ORDERS**

§19. Orders for cards to be used for cataloging purposes which contain not over 250 titles or 500 card numbers are usually filled within 24 hours. Longer orders require a correspondingly longer period. In case all of the orders received on any day cannot be filled, the smaller orders will be allowed to wait. (*See p. 57 as to time required for filling orders by subject.*)



## PART V

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### TITLES HELD AND EXPLANATORY CHECKS

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#### USE OF TEMPORARY ENTRY SLIPS AND EXPLANATORY CHECKS

§1. Orders are frequently received for cards for books which are in process of cataloging, in process of acquisition, or under consideration with a view to possible acquisition later. To provide a means of making notes as to such books and to facilitate the holding of orders for cards for such of them as have been received, temporary entries are made for them in the author catalog of the Card Section, each entry having a letter or "check" affixed to indicate to assistants in the Card Section what stage has been reached in the process between the first consideration of a book and the printing of cards for it. The same check, when transferred to an order for cards, serves to inform subscribers whether the prospect of obtaining cards is certain, good, indifferent, or nil. The slip on which the temporary entry is made is conveniently referred to by the name of the check affixed to it, *e. g.* "Out slip," "R slip," "Oe slip."

#### USE OF WEEK NUMBERS

§2. As a means of indicating when the cards which are to displace a temporary entry slip should come to hand, the number of the week in the year on which cards are expected is noted on the upper right margin of the temporary entry slip. To indicate how long an order slip may be held for cards by the method explained in §4, a week number is affixed to the order slip below the title.

To facilitate the translation of date into week number or *vice versa*, "calendar cards" are used in the Card Section and supplied to subscribing libraries.

#### ORDER HELD ON TEMPORARY ENTRY SLIP AS A MATTER OF COURSE WHEN BOOK HAS BEEN RECEIVED

§3. When an order is received for cards for a book which *has been received*,<sup>1</sup> the check being *Out*, *C*, or *R* (*see* p. 51), the order is held as a matter of course by noting it on the temporary entry slip for the book.

<sup>1</sup>This method of holding orders cannot be used advantageously in the case of titles checked with either of the remaining checks explained on p. 51-53, because of the large percentage of titles for which cards could not be supplied when expected. Copies of these titles would have to be made in order to inform subscribers of the cause and extent of the delay.

In order that subscriber's card may serve as a reminder of the fact that titles are held as a matter of course when the check is *Out*, *C*, or *R*, a statement to this effect is printed in third column of subscriber's card. Subscribers who desire to have no titles held should cancel the statement printed in third column of subscriber's card and write below it the words "Hold no titles."

SAMPLE *h* illustrates an "R slip" on which orders are being held.

If it is desired to have a single order excepted from the general rule that titles checked *Out*, *C*, or *R* are held as a matter of course, a note to that effect should be placed at the beginning of the order, *e. g.* "Hold no titles from this order." A single title may be excepted by affixing *Dnh* ("Do not hold") to it conspicuously.

R	Webb, Sidney & Beatrice
	English local govt.
	L, Longmans, 1906
	Harvard U = 3
	St. Louis Merc = 4
	Amherst C = 3
	Chicago P = 9
	Adrianne Mem = 5

SAMPLE *h*—R SLIP ON WHICH ORDERS ARE BEING HELD.

#### ORDER HELD BY HOLDING ORDER SLIP

§4. When an order is received for cards for a book which is not in the Library, the order will be held only by holding an order slip (or sheet, *see* §5) submitted by the ordering library, having the week up to which it may be held indicated on it, so that, if cards are not ready when expected, the slip belonging to each library may be returned with a check or note to indicate when cards are likely to be ready and again sent back to L. C. with a later week number added.

SAMPLE *i* shows an order slip originally marked to be held until week 50, returned to ordering library checked *O1* and again returned to L. C. with week 50 canceled and week 8 (of the following year) substituted.

The minimum period for which slips will be held is one week in addition to the remainder of the week on which order is received. Slips marked to be held less than three weeks from the current week will not be filed in the author catalog (to be sent off when displaced by the printed card), but will be held and looked up a second time when the week noted on them arrives. The maximum period for which slips will be held is 30 weeks.

When the "C slip" or "R slip," representing a book received by copy-right or purchase, is filed, if an order slip (held by the method explained in §4) containing an order for cards for the same book is found already filed, the order is noted on the "C slip" or "R slip," the C or R check is made on the order slip, and the latter is returned on the Wednesday next following (*see* p. 53, §7) to the ordering library. In the case of an order thus transferred, cards will be sent when ready regardless of the fact that they may be sent later than the week named on the original order slip. Libraries which cannot allow such extension of time should retain the original order slip till the week named on it arrives, and then return it with the note "Cancel order."

02

Benjamin, Lewis S.

Victorian novelists, by Lewis Melville

(pseud). L, Constable, 1906 50 8

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SAMPLE i—ORDER SLIP HELD FOR CARDS.

ORDER HELD BY HOLDING ORDER SHEETS

§5. Orders on sheets can be held only by retaining the entire order. Week up to which the order is to be held should be plainly indicated at the top of the first sheet, with the note prefixed "Hold until week." Order will be searched when first received and cards then in stock will be shipped at once. Titles not accounted for at this first searching will be again searched when the week up to which the order is being held arrives.

With the above-named exceptions, the regulations for holding orders on sheets are the same as for holding them on slips.

Comparatively few libraries have orders held on sheets. Most libraries which submit orders on sheets copy on order slips the titles which they desire to have held and send these slips to the Library of Congress to be held by the method explained in §4.

**LIST OF EXPLANATORY CHECKS, WITH THE SIGNIFICANCE OF EACH AND THE PERIOD OF WAITING CORRESPONDING TO EACH**

§6. In the following list of checks the general arrangement is in the decreasing order of the definiteness of the prospect which the checks indicate as to obtaining cards.

**Out** = Card temporarily *out of print*; your order has been noted on the "Out slip" in our stock; *cards will be sent without further action on your part*, usually within *two weeks*; (see p. 48, §3).

**C** = Book has been deposited for *copyright* and cards are being prepared for it; your order has been noted on the "C slip" in our catalog; *cards will be sent without further action on your part*, usually within *three weeks*; (see p. 48, §3).

**R** = Book has been *received* by purchase or gift and cards are being prepared for it; your order has been noted on the "R slip" in our catalog; *cards will be sent without further action on your part*, usually within four weeks if the book is in English, usually within six weeks if it is in a foreign language; (see p. 48, §3).

**On** = Book has been *ordered in New York* (or within North America). Cards will usually be ready within six weeks; (for method of holding order see p. 49, §4).

**Oe** = Book has been *ordered in Europe*. Cards will usually be ready within fourteen weeks if the book is in English, within eighteen weeks if it is in a foreign language; (for method of holding order see p. 49, §4).

**Rc** = Book has been *recommended* for purchase<sup>1</sup> or acquisition by gift, and the chances are good that it will be acquired. If you decide to have the title held for cards, it is recommended that slip be marked to be held eight weeks or more if the book is by an American author, sixteen weeks or more if it is by a British author, twenty weeks or more if it is in a foreign language; (for method of holding order see p. 49, §4).

**P** = Book is being considered for *purchase*<sup>1</sup> and there is a fair chance that it will be acquired eventually. If you decide to return the title to be held for cards, it is recommended that slip be marked to be held twelve weeks or more if the book is by an American author, twenty-two weeks or more if it is by a British author, thirty weeks if it is in a foreign language; (for method of holding order see p. 49, §4).

**Ci?** = Book has been reported to contain a *copyright* claim and the case is being *investigated*. If title is returned to be held for cards, it should be marked to be held at least five weeks; (for method of holding order see p. 49, §4).

<sup>1</sup> This check is used only for books which are judged not to be copyrighted. If book is found to contain a copyright claim, ordering library will confer a favor by notifying L. C. of the fact by the method outlined below under check C?

**C?** = If the book has been "copyrighted" in the United States since 1898, it may be acquired and cataloged with printed cards. *Does it contain a copyright claim* dated 1899 or later? If so and if you decide to have the title held for cards, return order slip (marked to be held at least six weeks) containing information as to copyright quoted from the book itself, *e. g.* "Copyrighted, 1906, by John Henry Jones;" (for method of holding the order *see* p. 49, §4).

If the book proves to contain no copyright claim and you decide to wait for cards, write "not c" on slip returned to be held and proceed as directed under check *P*.

As the great majority of the books published in the United States are copyrighted, it has proved to be advantageous to assume that any American book for which cards are ordered is copyrighted unless information is received that it is not copyrighted. Check *C?* will continue, therefore, to be applied to the title of an American book until some library reports definitely that the book is or is not copyrighted.

Check *C?* will hereafter be used for books announced for publication in the United States, the use of check *An* (= announced book) having been discontinued. (For use of the abbreviation *an* after date of publication, *see* p. 33, *g.*)

**D** = We are *doubtful* as to this title, *i. e.* are unable to apply a definite check to it, because either (1) date of publication is omitted, or (2) book is in a class in which the purchases of the Library of Congress are comparatively few at present. If you decide to have the title held, it is recommended that week number be assigned according to the directions given above under check *P*.

When date of publication is omitted from a title submitted as an order for cards and the book is found not to be represented by a temporary slip in the author catalog of the Card Section, the chances are so decidedly in favor of the book's proving to be an old book, already in the Library in one of the unrecataloged classes or not now a desirable acquisition, that the policy has been adopted of giving the indefinite check *D* to all such titles.

In the case of certain classes of books, especially those in foreign languages (*see* p. 10, §6), the percentage of books purchased by the Library of Congress, as compared with titles submitted as orders for cards, is small. The Card Section finds it impracticable to note and recommend many titles in order to insure that a few will be purchased; it is consequently impracticable to apply check *P* to such titles. As a small percentage of these books will eventually be purchased on the recommendation of specialists in other Divisions of the Library, check *Np* is also unsatisfactory; check *D* is therefore used.

**Np** = *No reasonable prospect* that cards can be supplied within thirty weeks, because the book is either (1) not in the Library of Congress and not likely to be acquired, or (2) outside the general scope of the stock, being shelved in a section which has

not yet been recataloged, or (3) excepted from the general scope of the stock, being in one of the excepted classes noted on p. 10, §4.

Except in unusual cases, notes will not be added hereafter to justify the use of check *Np*. If the above explanation does not seem to cover a particular case, a query as to use of the check in that case should be submitted. If order is returned with a large percentage of the titles checked *Np*, it usually indicates that the scope of the stock has not been properly observed.

Check *Np* is to be regarded as final. A title to which it has been affixed will be returned to ordering library as soon as practicable and should not be again returned to the Library of Congress.

Checks *IC*, *Ol*, *Re*, *Rf*, the use of which was authorized in the first edition of the Handbook, have been omitted in this edition because found unnecessary.

#### WEEKLY SHIPMENTS OF TITLES HELD

§7. When the printed card corresponding to an *Out*, *C*, or *R* slip is filed, the number of the card is transferred to the slip and the latter removed. Order slips held by the method explained in §4 above are also being continually displaced by printed cards. Once a week the cards are sent off which are called for by the accumulation of the two kinds of displaced slips.

Owing to the time it takes to assemble and sort the cards for titles held, the cards for any designated week are shipped, not on Saturday of the same week, but on Wednesday of the week following. Consequently, in all statements as to the week on which cards are due the week will be held to continue until the Wednesday of the week following.<sup>1</sup>

#### DELAY IN SUPPLYING CARDS FOR TITLES HELD

§8. In a small percentage of cases the printed cards do not reach the stock on or before the week designated on the *Out*, *C*, or *R* slip, the delay being due usually to the necessity of writing for the full name of the author or to some unusual accumulation of work. In such cases an explanation will be sent in the form of a *Thd* (titles held delayed) explanation slip.

Occasionally the delay in supplying cards is due to an error in one of the clerical processes incident to the holding of titles, against which it is impracticable to guard.

If the ordering library receives neither cards nor explanation within one week from the date on which the cards were expected, the case should be reported either by returning order slip with *Thd* (titles held delayed) written conspicuously on it or by using one of the *Thd report* forms supplied to libraries. Libraries which return order slip should be careful to write *Thd* on the face of the slip; otherwise it will be regarded as a new order and duplicate sets of cards may be sent. In addition to the check *Thd*, a note should be added to indicate to what extent cards are overdue, e. g.: "Returned checked *R* about Jan. 10."

<sup>1</sup> Since March 1, 1907, an account slip (i. e. bill in the form of a slip) has not been sent with each shipment of titles held, but a memorandum of sets shipped has been sent with the first twelve shipments for each quarter, and an account slip for all of the sets supplied during the quarter has been sent on the last week of the quarter.

By a clerical error an order slip which is being held for cards may be held overtime also. If order slip is not received within a week of the date on which it was expected, the case should be reported on a *Thd report* blank or a duplicate of the slip with *Thd* written conspicuously on it and an explanatory note added, *e. g.*: "Original should have been returned on week 10."

#### **SUGGESTIONS AS TO HAVING ORDERS HELD**

§9. Libraries which have just begun to order cards are advised to leave third column of subscriber's card unchanged and arrange to wait for cards sent as a matter of course for titles checked *Out*, *C*, or *R*. If they find that it is advantageous to wait for cards for titles thus checked, they may then find it advantageous to extend the waiting process by having order slips held containing titles to which others of the explanatory checks have been applied, especially if the titles represent books which are difficult to catalog. Any library which finds, after a fair trial, that it is on the whole disadvantageous to have orders held for cards for titles checked *Out*, *C*, or *R* should not hesitate to change its subscriber's card accordingly (*see* p. 49, 1st paragraph).

## PART VI

### SUBSCRIPTION TO CURRENT ISSUES OF PROOF-SHEETS AND CARDS; ORDERS FOR CARDS BY SUBJECT

#### SUBSCRIPTION TO PROOFSHEETS

§1. A few of the largest libraries find it advantageous to subscribe to the entire output of proofsheets of catalog cards as a means of selecting books for purchase and of obtaining at the same time the L. C. card numbers to be used in ordering the corresponding cards. Specialists and specialized libraries subscribe to the proofsheets issued in their particular field, such partial subscription being rendered practicable by the fact that titles are classed on the proof, and each proofsheets, containing five titles, has a heading showing to what class the titles on it belong.

*The prices of proofsheets* are as follows:

Entire output of proofsheets, mailed daily, per month, \$3.00;  
per year, \$30.00.

Proofsheets in any class, mailed weekly, per sheet, 1 cent.

The classification of the proofsheets agrees in general with the main divisions of the new classification of the Library of Congress, but occasionally extra classes are added temporarily for the convenience of the catalogers and special classes are necessarily added for books cataloged outside of the Catalog Division of the Library of Congress. The output in each class varies greatly from month to month. Estimates as to number of sheets which have been or will be issued during any period for any group will be furnished on application. The regular divisions of the proofsheets at present are as follows:

American history and description.	Plant and animal industry.
Bibliography (including Library science).	Reprints (corrections); Reprints (additions) ( <i>see</i> p. 46).
Education.	Science.
Fiction (English).	Social sciences.
Fine arts.	Technology.
General works.	Titles from L. C. Division of Maps and Charts.
Geography and anthropology.	Titles from U. S. Dept. of Agriculture.
History and description (except American).	Titles from U. S. Geological Survey.
Law.	Titles from Washington, D. C., Public Library.
Literature and language.	Titles from Military Information Division Library (War Department).
Medicine.	
Military and naval science.	
Music.	
Philosophy and religion.	



### SUBSCRIPTION TO CURRENT CARDS

§2. Attention is called to the selections of current cards noted below as a means of obtaining at the same time announcements of new books and the card numbers to be used in ordering additional cards for cataloging purposes. Many other selections of current cards are being supplied, but when the selection is by subject (rather than by date and form) such orders are classed with the subject orders mentioned in §4.

1. All cards issued to date, about 260,000, per card .....	\$0.006
2. All cards currently printed, about 50,000 per year at present, per card.....	.006
3. Cards for all current books <sup>1</sup> , about 10,000 per year on the average, per card.....	.007
4. Cards for all current books in English, about 8,000 per year on the average, per card.....	.007
5. Cards for all current non-copyrighted books in English, about 2,500 per year on the average, per card.....	.008
6. Cards for all current non-copyrighted books in foreign languages, about 2,000 per year on the average, per card.....	.008

Very few libraries have thus far subscribed to these current selections of cards. Most large libraries prefer the proofsheets as a record of cards currently printed because they are cheaper than either of the first two selections of cards and cover books of any date and in any language.

In view of the time that it takes to examine the full set of proofs, it seems probable that more libraries might use these selections of cards to advantage. Libraries which subscribe to the Catalogue of Copyright Entries (*see* p. 37) might cover the ground of all other current books in English by subscription to selection 5. Libraries which desire to obtain a record of the comparatively few current books in foreign languages now being purchased by the Library of Congress might find it economical to subscribe to selection 6. The fact should not be lost sight of that titles received in card form are ready for use in any way desired, while those received in the form of proof must be copied or cut from the proof before they are available. On the other hand, the proofsheets, when supplied in full sets, are sent out ordinarily about one week earlier than the corresponding cards.

### REBATES FROM CHARGES FOR CURRENT CARDS AND PROFSHEETS

§3. Libraries which subscribe to current issues of proofsheets or a selection of current cards as a means of ordering cards by card number for cataloging purposes are allowed a rebate<sup>2</sup> in the charges for such proofsheets or cards, equal to 10% of the charges for cards ordered by numbers obtained from the proofsheets or selection of cards.

This rebate is allowed on condition (1) that the total rebate allowed during any fiscal year shall not exceed the price of the proofsheets or the selection of cards to which the library is subscribing; (2) that rebate shall be given only in the form of credit.

<sup>1</sup>The term "current book" is held to cover any book having publication date not earlier than the previous calendar year.

<sup>2</sup>The present rebate, 15 per cent., will continue until June 30, 1907.

#### ORDERS FOR CARDS BY SUBJECT

§4. In addition to its regular work of supplying cards to libraries for cataloging purposes, the Card Section supplies cards ordered by subject for bibliographical purposes. *Cards in stock* can be supplied on any topic *which can be covered by duplicating groups of cards* in the subject catalogs of the Library. *Current cards* can be supplied on *any topic*.

The amount and grade of work involved in selecting cards by subject vary greatly according as the topic agrees more or less closely with topics brought out in the classed catalogs of the Library. The price of cards varies accordingly. The average price per card is about 1c.

Libraries and specialists who desire to secure L. C. cards for books on any topic should define the topic quite definitely and ask for an estimate as to the number of cards on the topic and the price of each.

Unless there is an understanding to the contrary, subject orders are accepted with the understanding that they may be filled at any time within one month.

## APPENDIX

### CHANGES IN THE REGULATIONS AS TO ORDERING CARDS

§1. Altho this edition of the Handbook contains numerous changes in the form and arrangement of matter, the essential changes in the regulations as to ordering cards have been comparatively few. Following is the complete list of such essential changes:

Name of library must be on each slip or sheet submitted as an order for cards, p. 26.

Number of cards wanted for analytics may be indicated conditionally or a "sample for analytics" may be requested, p. 30.

Colon abbreviations for forenames limited to 20 names of men, p. 32.

"Subscriber's card" to be used for filing standing orders as to number of cards wanted, variation in edition accepted, etc., p. 43.

The following changes have been made in the extra charges for cards, p. 44: (a) Charge of \$.005 for omission of foreinitials, to be applied to all titles searched; (b) charge for order on slips unarranged increased to \$.003; (c) charge for orders by number on sheets, unarranged, increased to \$.004; (d) extra charge on orders amounting to less than 10 cents.

Credit to be allowed for cards returned, on certain conditions, p. 46.

To secure correct cards in place of incorrect ones, incorrect cards must be returned, p. 46.

To secure rectification of errors made by the Card Section in the distribution of cards, original order must be returned; use of "error in distribution" forms discontinued, p. 46.

Orders by subject to be filled at any time within one month, p. 47.

Checks *Ci?*, *P*, and *D* added to the list of checks used in revising orders; use of checks *An.*, *LC*, *Ol*, *Re*, *Rf* discontinued, p. 51-53.

Cards to be sent for titles held on the Tuesday or Wednesday following the week on which they are due, p. 53.

Account slip for cards for titles held to be made out only at the close of each quarter, p. 53, note.

Method recommended and form provided to be used by libraries in reporting unexplained cases of delay in supplying cards for titles held, p. 53.

Uniform price of 1c. per sheet to be charged for partial sets of proof-sheets, p. 55.

Additions to and omissions from the special selections of current cards which may be obtained by subscription, p. 56.

Rebate on cards ordered by number from the proofsheets reduced from 15% to 10%, p. 56.

### TRACING SECONDARY ENTRIES ON THE FACE OF THE MAIN CARD

§2. At the Library of Congress secondary entries are traced on the back of the main card (i. e. the original ms. card in the official catalog) in the usual way, excepting that the full heading for each secondary entry is given in order that the headings may serve as copy for the secondary entries indicated on the face of the cards. Under the circumstances it is manifestly more economical for the Library of Congress to continue to trace all secondary entries on the back of the main card. Most libraries now using the cards trace all secondary entries on the back of the main card; but, inasmuch as subject and added entries are indicated on the face of the majority of the L. C. cards, some libraries find it practicable to trace secondary entries to a large extent by means of the secondary entries printed on the face of the cards and other marks or checks.

The following method of tracing secondary entries is likely to prove satisfactory, especially to a library which is just starting its catalog. Have it understood by members of the staff that when printed cards are used secondary entries are traced on the face of the main card whenever practicable, but that in withdrawing cards, additional records of secondary entries must be looked for on the back of the card. If subject entries (whether general or analytical) are made which are not indicated on the face of the main card, write the headings for them on the back of the main card. But if added entries or author analytics are made which are not specifically indicated on the main card, trace them by underscoring the first letter of the entry word or placing a dot or an asterisk below it, provided that the entry word and the other words which are to constitute the entry appear on the face of the card and that the form of the entry is reasonably certain. In case any of the entry words are missing or there is any reasonable doubt as to the proper form of the entry, the words decided upon for the entry should be written on the back of the main card.

If a secondary entry indicated on the main card is not made, bracket the entry. If the heading used is somewhat different from the one given on the main card, change the latter in ms. when the change required is slight (*e. g.* bracketing or canceling an unused word or adding a word), but if the change cannot be advantageously made, bracket the entry indicated and write entry used on back of main card. Below is given sample of a card with secondary entries traced on it according to above directions:

**Jusserand, Jean Adrien Antoine, Jules, 1855-**

**English wayfaring life in the middle ages (xivth century); by J. J. Jusserand ... tr. from the French by Lucy Toulmin Smith ... London, T. F. Unwin, 1889.**

451, 11 p. incl. front., illus., pl. 22<sup>cm</sup>.

"The author has profited by the occasion afforded him by this translation to revise the text of his book (which appeared in 1884) ... and to add about a fourth of new matter."—Pref.

1. England—Soc. life & cust. [2. Roads—England] 3. Travel, Medieval. 4. Pilgrims and pilgrimages.

Library of Congress

DA185.J97

2-21361

SAMPLE *j*—SHOWING METHOD OF TRACING SECONDARY ENTRIES ON FACE OF MAIN CARD.

**METHOD OF ADDING HEADINGS; ADJUSTMENT OF TYPEWRITERS FOR CARD WORK**

§3. There is as yet no general agreement among users of printed cards as to the best method of adding headings to them. The statements below represent the conclusions of the compiler based upon the examination of numerous catalogs in which the cards have been used, including the catalogs of the Library of Congress, and numerous experiments with

different makes of typewriters, in applying headings to the cards. It is not practicable to give here detailed statements as to methods of adjusting particular makes of typewriters, nor can space be taken as a rule to give reasons for and against a conclusion. The compiler would be pleased, however, to furnish further details on request. The statements made as to the adjustment of typewriters are strictly applicable only to the ordinary machine which holds the card by bending it around a platen.

*Position of the heading.* Those who work at supplying headings should take pains to acquire the faculty of deciding quickly and accurately whether the heading will require one line, one line and a fraction, or two lines, in order that heading may be applied to the best advantage. Probably 90% of the headings to be supplied will occupy but a single line of typewriting. It is therefore very essential that one-line headings shall be placed in exactly the right place in the margin and that, if a typewriter is used for the work, it be so adjusted that such heading may be placed there quickly and accurately.

A one-line heading in typewriting (or in disjoined library hand, which is about the same size as typewriting) should be so placed that the distance between the tops of the capitals in the author's name and the bottom of the capitals in the heading shall approximate closely to  $3.5^{\text{mm}}$ , or  $9/64$  inch.

If the heading does not require two full lines and there is enough space after author's name for the words left over, put the first line of the entry in the usual place for a one-line heading and put the rest of the heading below in space after author's name, preceded by (. If there is not room for the remainder of the heading after author's name, use two lines. Two lines must of course be used for analytics having title repeated at the top (SAMPLE 9, p. 22).

If a two-line heading is required, upper line should be written as near the top of the card as it is practicable to write it when a strip card holder is used, *e. g.* about  $3.5^{\text{mm}}$  ( $9/64$  inch). Second line should be written so as to leave a clear space of about  $1\frac{1}{2}^{\text{mm}}$  ( $3/64$  inch) between bottom of capitals in the upper line and top of capitals in the lower line. If margin of the card is unusually wide or unusually narrow, space between the two lines of heading may be increased or decreased accordingly, but, in order that the heading may appear as a unit, space between lower line of heading and first line of print should be greater than the space between the two lines of the heading.

Indent a one-line heading three spaces (*i. e.* begin at fourth space) beyond first letter in surname of author (SAMPLE 2, p. 16); indent second line of heading two spaces (*i. e.* begin at third space) beyond first letter in first line of heading, whether it is the continuation of a long heading or the title of an analytic (SAMPLE 9, p. 22).

*Desirable features in typewriters which are to be used for supplying headings on printed cards.* Under this heading are included features or attachments which, altho a great convenience for card work, are not indispensable. These extra features or attachments are noted below in the order of their importance for card work:

1) *Interchangeable platens.* The compiler knows of no form of card holder which is fully satisfactory except that which consists of a strip of metal sunk into the platen and securely fastened to it. The insertion of this strip of metal renders the platen unfit for anything but card work. Consequently, if the machine is to be used for miscellaneous writing as well as correspondence, it is very essential that the machine be so constructed that one platen may be instantly substituted for another.

2) *Visible writing.* In applying headings to the cards, the typewriters which are "visible writers" are especially advantageous, because the work requires close inspection.

3) *Polychrome ribbon attachment.* If a library uses red for subject headings, this attachment is very useful. If black is used for subject headings, the attachment may be advantageously used for a combination of a black record ribbon and a copying ribbon for correspondence. On the narrow ribbons now used on the "visible writers" two colors are all that can be used without danger of their getting mixed, but on the non-visible writers, having wide ribbons, three colors or kinds of ribbon can be used advantageously. But, altho a great convenience, the polychrome ribbon attachment is by no means a necessity. By affixing a piece of red ribbon to the end of the black ribbon and by sorting the cards into two groups, the one needing black headings, the other red, the two colors of headings can be applied economically and satisfactorily. A third piece of copying ribbon may of course be attached for use in correspondence.

4) *Variable line spacer.* A few machines are now fitted with the "variable line spacer," which enables the operator without using ratchet release to start at any desired point on the card with the assurance that the next line will be at the regular distance from it. This attachment is very useful for miscellaneous typewriting, especially if the operator has to do with the filling out of forms which require that the writing be placed at a predetermined point. Its place in card work can be satisfactorily filled by the "vertical adjustments" mentioned below.

*Essential features in typewriters which are to be used in applying headings to printed cards.* Under this head are explained features or attachments which are strictly essential for supplying headings on cards quickly and accurately.

1) *An effective platen brake.* When the ratchet release is being used to insert a two-line heading or for any other purpose, it is absolutely essential that some means be provided for applying considerable friction to the platen, otherwise it will be turned by the spring of the card, with the result that the line will not be parallel with the upper margin of the card. The amount of friction applied by the brake can usually be increased by a slight readjustment of parts. The operator should insist that the amount of friction required to insure that the platen will not be turned by the spring of the card be automatically applied whenever the ratchet release is used.

2) *Strip card attachment affixed to the platen.* The only form of card attachment thus far devised which is satisfactory for holding cards consists essentially of a strip of metal screwed or clamped to the platen. Wire card attachments affixed to the center shield and attachments affixed to the carriage are unsatisfactory because: (a) none of them will hold the cards so closely to the platen that the lower case letter on the type bar will not smear the card when capital letter is being written close to the top; (b) the friction resulting from the spring of the card against the attachment interferes with the free movement of the carriage; (c) they furnish no guidance in inserting the card, with the result that the operator must devote time and attention to the adjustment of each card in the machine.

Most of the strip card attachments which are clamped to the outside of the platen are unsatisfactory because: (a) they are put on and taken off with difficulty; (b) they do not hold the card securely; (c) being on the outside of the platen, they must inevitably be struck by the lower case letters if the operator attempts to write capitals close to the holder. It is

therefore impracticable to write a two-line heading in the proper position when such a card holder is used. However, inasmuch as but about 10% of the headings require two lines, a card holder which is fastened to the outside of the platen may prove the best solution of the problem, if the library must use the same machine for card work and correspondence and cannot afford to buy a new machine with interchangeable platens. But the operator who is obliged to use an attachment which is fastened to the outside of the platen should insist on the following: (a) that it shall hold the card securely; (b) that it be so constructed that it may be taken off and put on quickly; (c) that it shall always go on in the same place; (d) that it shall cover no more of the card than is necessary to hold it (not over 1/16 inch); (e) that it shall project out from the surface of the platen no more than is absolutely necessary. Some of the devices supplied by typewriter companies as card holders are of no use whatever. By a proper amount of insistence a typewriter agent can usually be persuaded to adapt the holder (or provide another) so that most of the requisites named above will be covered. If the agent gives up the problem, a local mechanic may be able to solve it.

One machine is known to the compiler which has a strip card holder which clamps the card to the platen by the force of a spring located inside of the platen. The portion of the holder visible above the surface of the platen is merely a thin piece of steel with the edge bent at a right angle. The card is inserted under this projecting edge. The holder may be raised by pressing a knob at end of platen. It will hold firmly cards of any thickness or several cards at one time for carbon work. It seems probable that this form of holder will prove even more satisfactory than the form noted in the next paragraph and that other machines will adopt it. Like the holder described below, it requires a separate platen.

With the exception of the card attachment described immediately above, the only *fully* satisfactory form of card attachment known to the compiler is the strip attachment of the kind now supplied with machines having interchangeable platens. These have the strip sunk into the platen, its outer surface being rounded to the line of the circumference of the platen, and the platen cut away below the edge of the strip to form a slot for the reception of the card. This form of card attachment is constructed on the right principle and is recommended to libraries. The slot should be not over 1/16 inch deep, in order that it may cover no more of the card than is necessary to hold it. With this form of strip card attachment capitals can be written close enough to the top of the card to permit the insertion of a two-line heading. This form of attachment, of course, necessitates that the platen to which it is affixed shall be used for card work only. In order to avail themselves of it, libraries which cannot afford separate machines for card work should purchase machines having interchangeable platens.

*Special adjustments required on machines used for supplying headings.* Assuming that the machine has at least the two essential requisites described under the preceding heading, the next problem is to so adjust the machine that in applying headings the card may be quickly and accurately brought to the desired point of writing, with the minimum attention on the part of the operator.

*Lateral adjustment.* The card should always be inserted in the same portion of the holder. This may be insured by making a plain mark at the point on the holder at which the left margin of the card is to be inserted. A piece of thick card inserted in the slot of the holder (fastened by gluing or otherwise securing it) makes the best form of marker.

If then the margin stop be set so that point of writing will be at the fourth space to the right of the first letter in author's surname, when the left margin is of the average width (i. e.  $\frac{1}{4}$  inch or 19<sup>mm</sup>) and the carriage be always returned to the margin stop, the operator may be sure that the carriage will be in the correct position for beginning the heading and need give the matter no further attention.

*Vertical adjustment.* There are two satisfactory methods of adjusting the machine so that card may be brought vertically to the desired point of writing quickly and with substantial accuracy.

1) *By adjusting the platen so that line of writing will always be at the right distance from the top of the card when the margin is of average width and the platen ratchet is in use.* If the machine is provided with the variable line spacer, it is manifest that this adjustment may be made easily and instantly; but if it has not this feature, the following method is recommended for writing a one-line heading in the position recommended above: Draw a line 6<sup>mm</sup> (15/64 inch) from upper edge of card; release platen and turn it until machine will print so that top of capitals will just come to the line; connect ratchet and print a line above and a line below the point at which it is desired to place the heading; estimate the distance which the ratchet end of platen must be turned forward or backward (as preferred) in order to bring line of printing in the right place and make a mark on the platen to show the position which the point of ratchet tooth should take when ratchet end of platen is turned to right position; remove screws which hold ratchet end of platen in place and turn end of platen to the mark; insert one screw and try the platen; if not quite correct, remove screw and try again; when line of printing comes in exactly the right place, insert rest of screws. With the platen thus adjusted, heading will come in exactly the right place when the margin is of average width, i. e. 12.5<sup>mm</sup> (31/64 inch). It will come in approximately the right place on at least 19 cards out of 20. If card is observed to have an unusually wide margin or an unusually narrow margin, turn platen to usual position for a one-line heading, use ratchet release temporarily, and then turn platen slightly back or slightly forward, according as the margin is unusually wide or unusually narrow. This method is more conducive to speed than the method explained below, because the position of the heading is to a large extent determined automatically by the machine.

2) *By devising some method of ascertaining when the platen has been turned enough to bring point of writing at the right distance above author's name, the platen being released continually.* The following methods have been tried by the compiler: (a) When the machine has a scale or pointer which shows the bottom of the capitals in the line of writing: File a notch in the pointer or scale at the point at which the initial letter in the surname of the author will appear as platen is turned, notch to be at least  $\frac{1}{8}$  inch wide and of such depth that as the platen is turned the top of the letter named will appear when bottom of capitals in line of writing are 3.5<sup>mm</sup> (9/64 inch) above. (b) When scale is below line of writing and line of writing is not shown near point of writing: Draw a line 3.5<sup>mm</sup> (9/64 inch) above tops of capitals in author's name, turn platen to bring line of writing just above this and notice the position which the top of scale occupies as regards the line of printing below. Whether it comes at the top or bottom of capitals, or at some intermediate point, the operator, using the printed line below as a guide, will soon be able to turn the platen quickly to approximately the right position.

The compiler is of the opinion that as a rule headings will be applied more accurately by this method than by method 1, but not quite so rapidly. It is recommended that when practicable the machine be adjusted so that the operator may use either method at will.



*Typewriting two-line headings.* In applying two-line headings, operator should work with platen released continually, making use of any guidance afforded by the machine in determining the proper position of the heading, p. 60.

*Pica type vs. elite type for typewriters.* In spite of the fact that about one-fifth more matter can be gotten into a line if the machine is equipped with elite type, the compiler earnestly recommends the use of machines equipped with pica type, both for headings on cards and for making out order slips, because (1) the heading is much plainer, (2) the pica type needs to be cleaned much less frequently and is much easier to clean. For samples of typewriting with pica type *see* headings on SAMPLES 2-11, p. 16-24; for sample of typewriting with elite type *see* SAMPLES c, d, p. 34, 35. For a contrary conclusion *see* Crawford, Esther. Cataloging (Chicago, Library Bureau, 1906), p. 31, 33.

#### INK AND TYPEWRITER RIBBONS USED IN ADAPTING THE L. C. CARDS

§4. The card stock and printer's ink used for the L. C. cards are of the highest quality and may be relied upon to prove lasting. In order that the cards for secondary entries may be used until worn out, it is essential that the ink or typewriter ribbon used for the headings supplied on these shall be of a quality which will give a distinct and permanent impression.

There are several brands of black ink now on the market which have been pronounced satisfactory for permanent records by the U. S. Bureau of Chemistry and the U. S. Patent Office, after thorough chemical tests and thorough tests by exposure to light. Thus far no firm has been able to compound a red ink which will stand exposure to the light without fading, but tests at the U. S. Patent Office show that some of the red inks on the market stand exposure to the light much better than others. It seems probable that headings written with the best red inks, being ordinarily exposed to the light very little, will remain legible until the cards will need to be renewed for other reasons.

Some investigation of the permanency of the record produced by typewriter ribbons has also been made by the U. S. Bureau of Chemistry, but thus far the ribbons used in the Departments in Washington have not been "standardized" to the same extent that ink has. There are, however, several makes of ribbons, both record and copying, which have been pronounced satisfactory by the U. S. Bureau of Chemistry. This statement applies, however, only to black record ribbons and copying ribbons which write black. The tests made by the Bureau of Chemistry indicate that the impression produced by red typewriter ribbons (or ribbons of any color except black) will fade rapidly if exposed to the light, and no reputable manufacturer of ribbons will guarantee the permanency of the record produced by red ribbons; but inasmuch as the cards in a catalog are ordinarily exposed to the light very little, libraries may be justified in continuing to typewrite headings in red. Red subject headings placed seven years ago on catalog cards in the public catalog of the Library of Congress have faded only to a moderate extent, and it seems probable that they will be legible twenty years later.

The U. S. Bureau of Chemistry reports that "ribbons may become weak and even crumble to pieces in time, owing to the presence of corrosive materials in the ink" and recommends that operators be supplied with ribbons which have been recently inked. Ribbons which are dried out should certainly not be used for headings on the cards, as a distinct impression is desired as well as an indelible one.

### USE OF RED INK FOR HEADINGS ON SUBJECT CARDS

§5. In arranging cards in a dictionary catalog, as well as in making and revising them, it is advantageous to be able to distinguish at a glance cards for subject entries from cards for added entries. Most libraries, including the Library of Congress, use red ink for the headings on subject cards as a means of distinguishing them. The objection commonly made to the use of such headings is that time is lost in changing from one color to the other. This objection is of little weight, of course, if the typewriter used has the polychrome ribbon attachment (*see* Appendix, §3), or if handwriting is used for headings. A more serious objection lies in the fact that red ink, especially that used in typewriter ribbons, fades if exposed to the light (*see* §4 above). Libraries which use black for the headings of subject entries sometimes distinguish them by underscoring in red or by typewriting the heading, or the first word of it, in all capitals. A typewritten subject heading in all capitals is a very satisfactory substitute for the red heading commonly used, and the compiler is convinced that libraries which are just starting catalogs will act wisely if they decide to typewrite headings for subject entries in black capitals (SAMPLES 4-7, 10, p. 18-21, 23).

### USE OF COLORED CARDS

§6. Inquiries are sometimes received for subject cards with red tops. The Library of Congress cannot supply cards with edges already colored. Edges of cards can be colored red by drawing a pen along the edge of a single card or coloring them in packages with a brush. If the latter method is adopted, waste cards should be placed on outside of the package and cards held firmly between blocks. Inquiries are sometimes received also for "blue bibliography cards," "green biography cards," etc. The Library of Congress uses no colored cards (except the red-topped subject cards mentioned above). Inasmuch as the color is desired only on the upper edge (being in fact objectionable on the face of the card), it is recommended that libraries make their own colored cards by the method suggested above.

### RULING ON CARDS FOR ANALYTICS

§7. In executing the underscore and connecting line for analytics recommended on p. 19 (SAMPLES 5-8, 11, p. 19-22, 24) draw the connecting line first. Begin it about 1<sup>mm</sup> (1/25 inch) (measured on a diagonal of 45°) below and to the left of the first letter of the heading and extend it past the first letter of the title of the analytic, at a distance of 1<sup>mm</sup>, to a point 1<sup>mm</sup> below the letter. Draw the underscore from this point to the end of the title of the analytic. A good form of ruler for card work is a piece of wood or celluloid 7/16 x 1 1/2 x 6 inches, with one edge beveled to an angle of 60°, slightly rounded and very smooth. With a ruler as thick as this a fountain pen can be used for ruling without danger that ink will get on the beveled edge. The use of a fountain pen for ruling is recommended because no time is required to dip the pen, and the danger of smearing a card with ink from either pen or ruler is reduced to the minimum. If red is used for ruling subject analytics, a second fountain pen should be provided, with a different shaped barrel, so that one may be distinguished from the other by feeling as well as sight. Experience at the Library of Congress seems to have demonstrated that, contrary to general opinion, the ink used in fountain pens need not be thin. Pens loaded with ink which is guaranteed to give a permanent record can be used for a long

time without cleaning, *provided* (1) that the pen is properly constructed, (2) that it is protected from the dust by replacing the cap at once when the pen is not in use. The compiler is convinced that libraries would find it economical in the end to provide fountain pens for all catalogers.

### THE DEPOSITORY LIBRARIES

§8. Complete sets of the printed catalog cards issued by the Library of Congress are being deposited in certain large libraries for the following purposes:

1. To enable investigators to ascertain whether a given work is in the Library of Congress.
2. To promote bibliographical work.
3. To enable the depository library and other libraries in its vicinity to order cards by number.

The chief considerations which determine the choice of depositories are:

1. *Geographical location.* Other things being equal, it is desired that the depositories be so dispersed that one of them may be within easy traveling distance of investigators in any part of the United States.
2. *Accessibility.* To be of full utility, the depositories should be in cities easily accessible by rail or water, or both.
3. *Centers of population.* Because the centers of population are in general the centers of intellectual activity.
4. *Centers of educational activity.* The depositories are of special utility to students at the universities.
5. *Centers of library activity.* Cities which are centers of library activity, and especially those containing library schools, are regarded as having special claims to a depository library.

The deposits of cards are made on the following conditions:

1. They shall be accommodated in suitable cases.
2. They shall be alphabetically arranged.
3. They shall be made accessible to the public.

Depository sets have now been assigned to the following libraries:

Atlanta Carnegie Library, Atlanta, Ga.  
 Bowdoin College Library, Brunswick, Me.  
 Brooklyn Public Library, Brooklyn, N. Y.  
 Buffalo Public Library, Buffalo, N. Y.  
 Cincinnati Public Library, Cincinnati, O.  
 Cleveland Public Library, Cleveland, O.  
 Connecticut State Library, Hartford, Conn.  
 Denver Public Library, Denver, Colo.  
 Illinois State University Library, Champaign, Ill.  
 Indiana State Library, Indianapolis, Ind.  
 Institut International de Bibliographie, Brussels, Belgium.  
 John Crerar Library, Chicago, Ill.  
 Johns Hopkins University Library, Baltimore, Md.  
 Louisville Free Public Library, Louisville, Ky.  
 McGill University Library, Montreal, Canada.  
 Massachusetts State Library, Boston, Mass.  
 Mechanics'-Mercantile Library, San Francisco, Cal.  
 Michigan University Library, Ann Arbor, Mich.  
 Minnesota University Library, Minneapolis, Minn.  
 Nebraska University Library, Lincoln, Nebr.  
 New Orleans Public Library, New Orleans, La.

New South Wales Public Library, Sydney, N. S. W.  
 New York Public Library, New York city.  
 New York State Library, Albany, N. Y.  
 Pennsylvania University Library, Philadelphia, Pa.  
 Philadelphia Free Library, Philadelphia, Pa.  
 Princeton University Library, Princeton, N. J.  
 St. Louis Public Library, St. Louis, Mo.  
 Seattle Public Library, Seattle, Wash.  
 Texas University Library, Austin, Tex.  
 Washington Public Library, Washington, D. C.  
 Wisconsin State Historical Society Library, Madison, Wis.  
 Yale University Library, New Haven, Conn.

If a library has a complete file of the proofsheets of the I. C. catalog cards clipped to card size, a copy of each of the cards (about 55,000) printed before the proofsheets began to be issued will be assigned to the library on the following conditions:

1. Library shall declare its intention to continue to subscribe to the proofsheets.
2. The set of proofsheets and cards shall be kept in alphabetical arrangement.
3. The set shall be made accessible to the public.

Sets of cards have been assigned on these terms to the following libraries:

Cornell University, Ithaca, N. Y.  
 Leland Stanford University, Stanford University, Cal.  
 Los Angeles Public Library, Los Angeles, Cal.  
 Wesleyan University, Middletown, Conn.

These sets occupy less than one-half the space of the depository sets, and if consulted only occasionally are a satisfactory substitute for a depository set.

Partial depository sets are being located in the libraries of the departments and bureaus of the United States Government, covering books which are specifically related to the work of the department or bureau in which the set is deposited, on condition (1) that they be kept alphabetically arranged; (2) that they be made accessible to users of the library; (3) that the library to which the set is assigned shall select the cards needed to continue the set by checking, on the proofsheets of catalog cards, the titles for which cards are desired, proofsheets being provided for this purpose.

#### PROOFSHEETS SENT ON REQUEST

§9. *Departments and Divisions of the United States Government and state library commissions* can obtain the proofsheets gratis on the following conditions:

1. That application be made for the same, stating specifically for what purpose the proofs are to be used.
2. That purchases of cards through the department, division, or state library commission shall be commensurate with the cost of the proofs.
3. That, failing the fulfillment of the conditions mentioned in 1 and 2, the sending of the proofs shall be discontinued.

Proof will also be sent on above conditions to state libraries (in states having no regular library commission) the librarians of which perform functions similar to those assigned to state library commissions.

### TEMPORARY COVERS FOR THE HANDBOOK AND BULLETINS

§10. Temporary covers for the Handbook and Bulletins of the Card Section have been prepared. They are lettered on the back "Library of Congress, Card Section, Handbook and Bulletins."

The publications are secured within the covers by string fasteners passed through perforations.

The price for covers in full cloth (dark green) is 40 cts.; for covers in one-half morocco (dark green), the price is 70 cts. An extra set of the publications (excluding Handbook, 1902), perforated for insertion in the covers, will be supplied with covers gratis, with the understanding that an extra copy of each publication issued hereafter (perforated for insertion in covers) will be supplied to purchasers of covers. The cost of the covers will be charged against deposits for cards.

### PUBLICATIONS OF THE CATALOG DIVISION SUPPLIED TO SUBSCRIBERS

§11. The following publications of the Catalog Division will be supplied to subscribers to the cards:

#### *On Cataloging.*

A. L. A. Rules. Advance edition. Condensed rules for an author and title catalog. Prepared by the Cooperation Committee of the American Library Association in 1902 [reprinted 1904].

Special rules [Library of Congress] on cataloging, to supplement A. L. A. Rules—advance edition. [Rules] 1-21. 1906.

These rules are first issued in card form; rules 22-25 have been issued in card form only. A copy of the rules in card form is also sent to each subscriber. Extra copies on cards can be obtained at the usual rate of 2 cts. for the first card for each rule and  $\frac{1}{2}$  ct. for each additional card; the cost of the set for rules 1-24 being 79 cts.

Preliminary list of subject subdivisions under names of countries or states [including also subdivisions most frequently used under main subjects]. 1906.

#### *On Classification.*

Outline scheme of classes. 1906.

Class M. Music. 1904.

Class Q. Science. 1905.

Class Z. Bibliography and Library science. 1902.

### SIZE OF THE CARDS

§12. The cards are of the standard 33° or "postal" size ( $7\frac{1}{2} \times 12\frac{1}{2}$ "., about  $2\frac{61}{64} \times 4\frac{59}{64}$  inches) first recommended as a standard size in 1877 by the Cooperation committee of the American Library Association. This size of cards is now so very generally used, not only in libraries but in the offices of business concerns, that it may quite properly be called *the standard size*. The use of the so-called "index" or 32° size ( $5 \times 12\frac{1}{2}$ "., about  $1\frac{62}{64} \times 4\frac{59}{64}$  inches) is almost entirely confined to those libraries which adopted it many years ago and have used it so extensively that a change to the 33° size would now involve a very large expense. Libraries which must continue to use the 32° size will find this no serious drawback to the use of the cards furnished by the Library of Congress. Inexpensive and accurate machines for cutting the cards to the 32° size and for reperfdrating them can now be obtained from dealers in printer's

supplies. Libraries which are now reducing the cards to the 32° size for their catalogs report that such reduction cuts away essential portions of the text in less than one case in fifty.

The 32° size has a manifest advantage over the 33° size, in that the trays required to contain it may be about one inch less in height. There is in consequence a saving of almost one-third in the amount of case room required for holding a given number of cards. But the almost universal trend of opinion seems to be towards the view that in a card catalog—a piece of apparatus on which the practical working efficiency of the library largely depends—the saving of space should not be the prime consideration.

In favor of the 33° size the following advantages may be urged: (1) They handle better in the trays on account of their greater flexibility. (2) The title being usually well up towards the top of the card and the space produced by turning back the cards in front of any particular card being wider, the title can be scanned more readily. (3) For miscellaneous handling when not in the trays they are superior to the 32° size, because their greater width enables them to be grasped more easily. Their larger surface is an advantage also whenever it is necessary to shuffle them or spread them for convenience in inserting other cards. (4) There is usually enough space below the title to print "contents" or notes, which would require in some cases a second card if the smaller size were used. In other words, for most books, cataloged with average fullness, the 33° size seems to be the smallest card that it is economical to use. (5) The 33° size is favored for all the cooperative work in cataloging now being carried on in the United States, except the card index prepared by the Office of Experiment Stations (U. S. Dept. of Agriculture) for publications of agricultural experiment stations. (6) The 33° size is being adopted quite rapidly as a standard size in Europe. It is used in nearly all the cooperative cataloging now being carried on there.

In view of the above facts, libraries just starting a catalog or about to recatalog with the L. C. cards would seem to be on the safe side in deciding to use the cards as furnished in the 33° size. One library now having an old catalog of 32° cards finds it possible to insert the 33° cards in their alphabetical place and continue to use the catalog as a unit while the old cards are being gradually weeded out.

### **THICKNESS, WEIGHT, AND QUALITY OF THE CARD STOCK**

§13. In thickness the cards correspond to the thickness recommended by the Cooperation Committee of the American Library Association in 1877, commonly known as thickness *R*. The thickness of the stock varies slightly in the different lots. The average thickness is about 1/89 inch (265/1000<sup>mm</sup>).

The average weight of a card is about 2.5 grams (about 38.6 grains). One hundred cards weigh about 8 6/7 ounces.

The card stock used before 1904 was but fairly satisfactory; that used since March, 1904, has been of a very high grade.

### **CHANGES IN THE FORM OF THE CARDS**

§14. Recognizing that the art of printing catalog cards is new and that improvement is desired rather than consistency, the Library of Congress has not hesitated to change the form of the cards whenever the change seemed likely to render them more effective. Some of the changes have been made merely for the purpose of saving space which could be utilized

to better advantage in some other way. Below is given the list of changes with the dates on which they were made:

1. Table of contents given in continuous order instead of being rearranged and paragraphed, March, 1901.
  2. Type for the headings changed from roman (spaced) to black face, April, 1901.
  3. Type for notes changed from 6-point gothic to 8-point roman, April, 1901.
  4. Second author omitted from heading for works by joint authors (*see* p. 13, §3), April, 1901.
  5. Author's name repeated in the title (*see* p. 13, §3), July, 1901.
  6. Subject headings (numbered consecutively in arabic) indicated on the cards with words "Subject entries" prefixed (*see* p. 11, §2), September, 1901.
  7. Note containing information as to copyright shortened, December, 1901.
  8. Dates of authors given (*see* p. 13, §3), March, 1902.
  9. Black-faced figures used for volume numbers in the table of contents, March, 1903.
  10. Words "Subject entries" omitted (*see* p. 11, §2), March, 1904.
  11. Added entries indicated (*see* p. 12, §2), March, 1904.
- (For list of changes in card numbers *see* Bulletin 11, §9.)

#### THE CARD DISTRIBUTION WORK OF THE LIBRARY OF CONGRESS

§15. About 900 libraries, institutions, individuals, and firms are now subscribing to the L. C. cards. About 90 per cent of these are libraries. Nearly all of the large libraries of the country are now using the cards. The list of subscribers during the past two years has increased at the rate of about 40 per cent per year; the sale of cards increased over 100 per cent during the year 1904-05, owing chiefly to the large sale of cards for books listed in the A. L. A. Catalog. The normal increase per year is between 10 and 25 per cent. The sales during the fiscal year 1905-06 amounted to about \$17,500. The bulk of the cards supplied are ordered by author and title or by card number, for use in cataloging books. There is considerable demand for them also in the form of orders by subject for bibliographical purposes, submitted by specialists and libraries having special collections. The cards are supplied to anyone desiring them and may be ordered by any method which identifies with reasonable certainty the cards wanted. The price charged for cards varies, chiefly according to the amount of labor required in selecting the cards. The average cost is about 1 cent per card.

#### LIST OF THE PUBLICATIONS OF THE CARD SECTION PREVIOUSLY ISSUED

§16. All of the publications listed below are now in print and will be supplied to subscribers to the L. C. cards, *with the exception of the first edition of the Handbook of Card Distribution*. (See below.)  
Handbook of Card Distribution (1902). First edition.

This first edition of the Handbook will be referred to hereafter as Handbook of Card Distribution (1902), or simply Handbook (1902). It is now out of print and *will not be reprinted* because all of it, with the exception of the schedule of classes on p. 40-46, is now replaced by Handbook (1907) and Bulletins 7, 10-12, 16, 20. The schedule of classes on p. 40-46 is now obsolete, because the classed catalog of the

Card Section has been rearranged to correspond with the new classification of books on the shelves. It is being replaced by the printed schedule of classes in the new classification for books (*see* Appendix, §11).

Bulletin 1 (July 1, 1902). Printed information, etc.

Explains relation between Handbook (1902) and the Bulletins; practically obsolete.

Bulletin 2 (Sept. 15, 1902). Traveling catalogs.

Replaced by Bulletin 10.

Bulletin 3 (May 1, 1903). Scope of the stock.

Replaced by Bulletin 11 and Handbook (1907), p. 7-10.

Bulletin 4 (Jan. 15, 1904). Orders by series.

Replaced by Bulletin 16.

Bulletin 5 (Feb. 1, 1904). Special sets. 1-2.

Calls attention to special sets of analytics for "Naturlichen Pflanzenfamilien" and "Pflanzenreich."

Bulletin 6 (Mar. 1, 1904). Cards for books in the A. L. A. Catalog.

Replaced by Handbook (1907), p. 38-39.

✓ Bulletin 7 (June 15, 1904). Catalogs, classification and card distribution work of the Library of Congress.

Reprint (with additions) of "Notes for the Louisiana Purchase Exposition, No. 3," of the first circular and memorandum initiating the card distribution work, and of the second circular. The account in this Bulletin of the old catalogs in book form, of the present card catalogs, of the classification, and of the beginning of the card distribution work has not been entirely superseded, altho much of the material on these topics has been incorporated in the 1907 edition of "The Library of Congress and its work."

Bulletin 8 (Oct. 1, 1904). List of subscribers to the L. C. cards.

Obsolete.

Bulletin 9 (Oct. 15, 1904). Special sets 3-5.

Calls attention to analytical cards for "Annales de la science agromique," "Landwirthschaftliche jahrbücher," and "Landwirthschaftlichen versuchs-stationenen."

✓ Bulletin 10 (Dec. 15, 1905). Traveling catalogs.

List of catalogs and regulations as to their use.

✓ Bulletin 11 (Jan. 1, 1906). Scope of the stock of printed catalog cards.

Altho now largely replaced by Part I of Handbook (1907), it may be consulted to advantage for additional details as to (1) the scope and fullness of the stock in the recataloged classes, §7, (2) the classes excepted from the scope of the stock, §8, (3) series of cards in stock, §9.

Bulletin 12 (Apr. 1, 1906). Methods of determining and indicating number of cards wanted.

Now practically replaced by p. 27-30 of Handbook (1907).

Bulletin 13 (Apr. 15, 1906). Cards for government documents.

Calls attention to cards for U. S. Government documents, documents of our state and city governments, and documents of the British government.

Bulletin 14 (Apr. 21, 1906). Cards for publications of the U. S. Department of Agriculture.

Calls attention to the cards for publications of the U. S. Department of Agriculture, printed and distributed for the Library of that Department.



Bulletin 15 (May 15, 1906). Cards for publications of the U. S. Geological Survey and the state surveys.

Calls attention to cards for these surveys, printed and distributed for the Library of the U. S. Geological Survey.

- ✓ Bulletin 16 (June 1, 1906). Orders by series for cards for books and monographs in series.

Replacing Bulletin 4; introductory to Bulletins 17-19.

- ✓ Bulletin 17 (June 7, 1906). Series of publications in English (excluding those for American history) for which cards are in stock.

Contains a list of about 375 series.

- ✓ Bulletin 18 (June 15, 1906). Series of publications in American history for which cards are in stock.

Contains list of about 125 series.

- ✓ Bulletin 19 (June 21, 1906). Series of publications in foreign languages for which cards are in stock.

Contains list of about 300 series.

Bulletin 20 (Mar. 1, 1907). Cards for books and pamphlets printed in America before 1801.

Calls attention to these cards and the terms on which they can be obtained.

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